

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : Mr. S. J. Tracy *pk*

SUBJECT: S. J. TRACY
NAVAL HOSPITAL REPORT
EAR EXAMINATION

DATE: July 27, 1956

Kut

Tolson	<input checked="" type="checkbox"/>
Ladd	<input type="checkbox"/>
Clegg	<input type="checkbox"/>
Glavin	<input checked="" type="checkbox"/>
Nichols	<input type="checkbox"/>
Rosen	<input type="checkbox"/>
Tracy	<input type="checkbox"/>
Harbo	<input type="checkbox"/>
Mohr	<input checked="" type="checkbox"/>
Tele. Room	<input type="checkbox"/>
Nease	<input type="checkbox"/>
Gandy	<input type="checkbox"/>

Dr. E. P. Irons, Naval Hospital, has completed his extensive examination of the impairment of hearing in the writer's left ear, and he stated that no further improvement by treatment can be expected. Therefore, he makes the following recommendation: "No improvement in conduction apparatus left ear. Recommend tonsillectomy and S.M.R. in September or October."

Dr. Irons stated that arrangements can be made to have the operation to correct a deviated septum (operation S.M.R.) and the tonsillectomy performed at the Naval Hospital. He stated that although there is no indication of infection in the tonsils, in many cases the removal of tonsils has improved hearing and he believes it would be worth a try.

JFM

SJT:edm

Attachments: 4 clinical record sheets
showing extended examination
and recommendations

WJK, pleh, 4 End, KJK, JFM, JFM, JFM, JFM

13

67-1111-278

Searched _____

Serialized _____

Filed _____

AUG 9 1956

FEDERAL BUREAU OF INVESTIGATION

8

26 AUG 20 1956

TRACY, Stanley J.
Assistant Director

4/3/50 - Deafness has been present for some time - more noticeable of late.

Exam: Pharynx
Nasopharynx
Larynx

Nose -septum deflected to left.
Airways adequate.

Sinuses: Sl. darkening left antrum.

Ears: canals and drums clear
No perforation.

4/5/50 - 1300

Eustacian tubes patent
Hearing: Weber - not lat.
Grossly defective bilat.
to have audiogram.

4/6/50 - AUDIOGRAM - Results - Left ear tube inflated several times. Return for recheck - audiogram left ear and inflation in 2 weeks. E.P. Irons

4/20/50 - Audiogram - results - Reveals improvement.
Eustachian tubes catheterized. Return in 1 week.

E. P. Irons

7/27/50 - Audiogram - Results -No improvement in conduction apparatus left ear. Recommend tonsillectomy and S.M.R. Sept or October.

E. P. Irons.

*audiogram
chart filed
in 300 file
J.H.*

30

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

CC-270
(1-1-50)

NAME TRACY, Stanley James AGE 49 YEARS 6 MONTHS
NATIVITY (state of birth) Utah MARRIED, SINGLE, WIDOWED: Married NUMBER OF CHILDREN 3
FAMILY HISTORY Father - Deceased - heart failure.
Mother - 2 sisters - living and well.

HISTORY OF ILLNESS OR INJURY None

HEAD AND FACE N

EYES: PUPILS (size, shape, reaction to light and distance, etc.) N

DISTANT VISION RT. 20/ 20, corrected to 20/

LT. 20/ 20-2, corrected to 20/ 20

COLOR PERCEPTION AOC 1940

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS N

EARS: HEARING RT. WHISPERED VOICE 15 /15' CONVERSATIONAL SPEECH 15 /15'
LT. WHISPERED VOICE 1 /15' CONVERSATIONAL SPEECH 15 /15'

DISEASE OR DEFECTS Some retraction of M. T. both ears.

NOSE N

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES No obvious pus.

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS N

TEETH AND GUMS (disease or anatomical defect): No

MISSING TEETH As indicated

NONVITAL TEETH No

PERIAPICAL DISEASE No

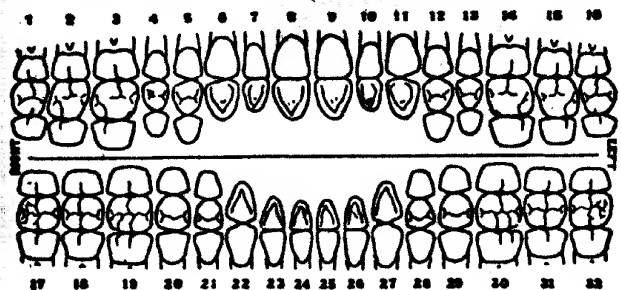
MARKED MALOCCLUSION No

PYORRHEA ALVEOLARIS No

TEETH REPLACED BY BRIDGES No

DENTURES Yes

REMARKS Maxillary & Mandibular
Partial dentures (satisfactory)



J. V. Miranen

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE

TEMPERATURE 98

CHEST AT EXPIRATION

34

HEIGHT 67

CHEST AT INSPIRATION

38

WEIGHT 148

CIRCUMFERENCE OF ABDOMEN AT UMBILICUS

32

RECENT GAIN OR LOSS, AMOUNT AND CAUSE Normal

SKIN, HAIR, AND GLANDS OK

NECK (abnormalities, thyroid gland, trachea, larynx) OK

SPINE AND EXTREMITIES (bones, joints, muscles, feet) OK

THORAX (size, shape, movement, rib cage, mediastinum)

RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. OK

X-ray Chest -neg.

CARDIO-VASCULAR SYSTEM

HEART (note all signs of cardiac involvement)

PULSE: BEFORE EXERCISE 68

AFTER EXERCISE 84

THREE MINUTES AFTER 68

CONDITION OF ARTERIES OK

CONDITION OF VEINS OK

BLOOD PRESSURE: SYSTOLIC 110

DIASTOLIC 65

CHARACTER OF PULSE OK

HEMORRHOIDS OK

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) OK

GENITO-URINARY SYSTEM OK

URINALYSIS: SP. GR. 1.010 ALB. neg. SUGAR neg. MICROSCOPICAL neg.

VENEREAL DISEASE OK

NERVOUS SYSTEM OK

(organic or functional disorders)

ROMBERG OK

INCOORDINATION (gait, speech) OK

REFLEXES, SUPERFICIAL OK

DEEP (knee, ankle, elbow) OK TREMORS

SEROLOGICAL TESTS Kahn-neg.

BLOOD TYPE B Rh positive

ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries)

None

SMALLPOX VACCINATION: DATE OF LAST VACCINATION

TYPHOID PROPHYLAXIS: NUMBER OF COURSES

DATE OF LAST COURSE

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE

ECG within normal limits.

SUMMARY OF DEFECTS Decreased hearing, left ear.

CAPABLE OF PERFORMING DUTIES INVOLVING Arduous PHYSICAL EXERTION

IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS Yes (yes or no)
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary)

Decreased hearing (left). Follow-up ENT. Consultation re same.

DATE OF EXAMINATION Mar 10, 1950

EMPLOYEE'S INITIALS

D. E. Billman

MCUSN

June 26, 1950

~~PERSONAL AND CONFIDENTIAL~~

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2012

RE: IDENTIFICATION DIVISION/SURVEY

Dear Sir:

I am attaching hereto a copy of a survey conducted of the Identification Division, which was recently completed by Mr. Glavin, and in which a number of recommendations are made insofar as the work of the Identification Division is concerned.

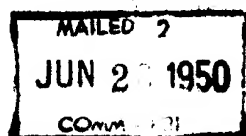
I am greatly concerned over the manner in which the everyday work of the Identification Division has been supervised, and I feel very definitely that a number of the suggestions, which were made by Glavin during the survey of the Identification Division, are such that they should have been evident to the supervisory staff of the Identification Division if that staff had been on its toes and had been closely following the work of the Division.

I have approved the recommendations made by Glavin and have instructed that he again check into these matters in the early fall to determine whether they have been placed into effect.

At this time, I want to point out that I feel it is absolutely essential that both yourself and Mr. Quinn Tamm spend the greater part of your time on the floor actively observing the flow and handling of the work in the Division. The work of the Identification Division is such that the supervisory staff must necessarily be continually aware of the hour to hour changes and this awareness cannot be had on a long range basis, but must be through and from actual observation of the flow of work in the Division. There appears to be no reason why the streamlining of the handling of fingerprint records coming into the Division had not been instituted by you prior to this time. It is very evident to me, from a review of the survey report, that many elementary time-saving devices, which should have been instituted prior to the time of the survey, were not instituted solely because the supervisory staff of the Identification Division was not in close enough touch with the actual work of the employees of the Division to enable it to put into effect various labor-saving devices.

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

WRG:VH



File

Mr. Stanley J. Tracy

his ability to fulfill his present assignment on an entirely satisfactory basis. As I pointed out to you, it is absolutely essential that he utilize better judgment in the handling of personnel matters in the future if he is to be continued in his present post of duty.

I want to further call to your attention the fact that Special Agent W. Wade Bromwell, Supervisor of the Typing, Posting, Liaison and Assembly Sections, has been designated as the weakest Agent supervisor in the Identification Division. Frankly, in view of the tremendous amount of work being referred to the Bureau for handling at the present time, the Bureau cannot under any circumstance tolerate any supervisor who cannot effectively and continuously give the highest type of supervision to the sections over which he has jurisdiction. It is not enough that the Agent supervisor put in an actual appearance in the various sections supervised by him, but more than that, he must be thoroughly aware of the conditions existing, and it is his responsibility at all times to keep Mr. Tamm and you advised of any possible bottlenecks which may exist in any of the sections under his jurisdiction. There is no excuse for any heavy delinquencies existing in the Identification Division today and, if the supervisory personnel are acquainted with possible bottlenecks within a division, these bottlenecks can be eliminated without any great delay. It should be evident to you that when a delinquency begins to mount, that some affirmative action be taken immediately to eliminate such delinquencies. This is particularly true in a section such as the Typing and Liaison Sections where once a delinquency begins to mount, it becomes increasingly difficult to bring the work back to a current status. I want you to personally interest yourself in the manner in which the various Special Agent supervisors are handling the sections assigned to them and want your recommendation at any time you feel that any supervisory employee, whether Special Agent or clerical, is not properly handling the duties assigned to him.

Further, in connection with the personnel relations in the Identification Division, I feel that a more personal and friendly liaison with the clerical supervisory and employee staff would result in an increase in the production of work in the Division. By this I do not mean that any undesirable procedures need be instituted, but I am of the firm belief that with the number of young employees assigned to the Identification Division, that those employees who have exhibited the same degree of loyalty to the Bureau as have other employees in the Bureau will exert further efforts in their handling of the work assigned to them if they feel that they are considered as necessary and important employees rather than mere impersonal cogs in the wheel.

Mr. Stanley J. Tracy

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This is a matter which is the direct responsibility of you and your Special Agent supervisory staff and you must continue to give this particular problem your personal attention.

I further feel that due to the fact that the Identification Division is open on a twenty-four hour a day basis, seven days a week, that there should be a continued schedule of assignment whereby certain of the Special Agent supervisors can be present in the Identification Division not only during the regular working day, but at times during the evening hours, as well as midnight, Saturday, Sunday and holiday tours of duty. In this way and in this way only can you and the Special Agent supervisors under your jurisdiction personally know of the problems being faced by the employees in the Identification Division on off hours of duty.

I have further discussed with Mr. Glavin at some length the desirability of having a regular Saturday tour of duty in the Identification Division and I feel that, if possible, such a Saturday tour of duty should be instituted without delay. In connection with this suggestion, I am desirous of your polling the employees in the Identification Division to ascertain which of those employees would be willing and desirous of working Tuesday through Saturday rather than Monday through Friday. If it is possible to secure a voluntary staff in all sections of the Division for Saturday work, it will enable the Bureau to eliminate to a great extent the abnormal receipts which are received in the Identification Division each Monday, and it will be further possible to handle a great many priority prints on Saturday, which otherwise would necessarily have to remain unhandled in the Division until Monday. You should, therefore, immediately poll the employees of the Division, advising me at the earliest possible date the results thereof. At that time, I will further advise you as to the Bureau's desires concerning this particular tour of duty.

Another matter, which I wish to call to your attention, is that of the granting of annual leave in the Identification Division. I do not want to in any way curtail the granting of annual leave to employees assigned to the Identification or any other Division in the Bureau. We must remember, however, that the work of the Bureau comes first and there must be a proper evaluation of the work loads presently being handled in the granting of leave to employees in your Division. As I understand it, regular annual leave is held down to ten per cent of the actual working staff and it is felt that, unless definite emergencies exist, the granting of annual leave should not exceed this percentage. Further, if the Special Agent supervisory staff of the Division is thoroughly aware of the work loads in their various sections,

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they can be of assistance to you in the approval of leave in those various sections. I realize with the coming of the summer months and with holidays falling on regular workdays, that many requests may be made for annual leave bridging the holiday period with the result that necessary work must be delayed in final handling. This is your responsibility and it is expected that these work loads will be borne in mind by you in the granting of leave in your Division.

I want further to invite your attention to paragraph three of the Summation and Consolidation of Recommendations where the statement is made that the Identification Division can become a slave to a system if systems are not carefully watched. In this regard, I am desirous of you and your supervisory staff giving constant attention to the various systems set up in the Identification Division to assure that outmoded, unnecessary and archaic systems, which may have been placed into effect during the war years and which are not now necessary, be discontinued at the earliest date possible.

In this regard, I am desirous of your following the project of the installation of "dumb-waiter" facilities in the Identification Division at the earliest possible date, which will eliminate certain of the manual messenger duties and will further expedite the handling of fingerprint records throughout the Division. I feel that such facilities should encompass the entire Division from the Recording Section down through the Typing Section, and these facilities should be so set up that there will be a minimum of delay in the transmission of records from floor to floor.

I am desirous of continuous study being given to the tagging of priority prints to determine whether such tagging of prints can be eliminated in the near future. Further, I am considerably concerned regarding the number of illegible prints, mainly of a noncriminal character, which are being received by the Identification Division. I understand that the supervising Special Agent has given this matter thought and attention, and that instructions have gone out to contributors as to the proper manner in which fingerprints should be taken. I do not feel that we should rest at this point so long as the number of fingerprints, which must be returned, is the present considerable number. I feel that this is a problem of education to those who are taking the fingerprints and I want you to personally give this matter your consideration so that the necessary discussions can be had with either the Immigration and Naturalization authorities or appropriate representatives of the State Department to determine how we can best assist those agencies in the proper taking of fingerprint impressions. The same is true wherein any other contributor is improperly taking fingerprint impressions, which are forwarded to us for handling. We

Mr. Stanley J. Tracy

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cannot be criticized for demanding a proper standard of performance insofar as the taking of fingerprints are concerned and this must be a continuing project in your Division so that we can eliminate a great number of illegible prints which we are presently receiving. You should keep me advised concerning additional steps taken by you in this matter.

With reference to the Card Index and other sections in which production quotas are assigned, it is the responsibility of the supervisory staff of your Division to continuously keep on top of these production quotas to determine whether changes should be made in the minimum quotas established. It stands to reason as the employees become more adept and more experienced in the handling of the work in the various sections, that their production should increase. By this I do not mean that any unreasonable production records should be set up, but I do feel that we are entitled to good, sound production work from each and every employee in the Division. At no time should we countenance the retention of weak or unqualified employees in the Division and I expect you to make the appropriate recommendation in such cases where it has been determined that an employee cannot meet the minimum production schedule. It is entirely possible that certain employees assigned to certain particular types of work cannot meet the production schedule set up not due to lack of conscientiousness, but due to the fact that such employees are not qualified to perform such duties. It is entirely possible that such employees can very effectively and satisfactorily handle other work in the Division.

It is the further responsibility of you and your Special Agent supervisors to see that there is an equitable distribution of the work load throughout the Division. This is particularly true in the Technical Section where the work loads vary in the units from day to day. I feel that continued close study should be given these work loads to see that the personnel assigned to the Technical Section is gainfully employed, each employee carrying his or her proportionate burden of the load.

I am desirous of having the checking squads in both the criminal and noncriminal files set up with a minimum of forty employees each at the earliest possible date. I understand that there should be no difficulty in setting up such squads upon the completion of the separation of the noncriminal fingerprint files. I feel that it will be to the advantage of the Division to have these checking squads continually employed in checking the files in question.

It is my understanding that the former Two Signature Desk in the Technical Section has been discontinued with the searchers formerly assigned to that desk being assigned to the various units in the Section.

Mr. Stanley J. Tracy

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I feel that with the proper supervision of their work, there should be no delay in the handling of the searches to be made by these employees and it is your responsibility to see that proper supervision is given to these employees so that there will be no delay countenanced. I was surprised to learn that previous to the time of the survey, no action had been taken by Mr. Tamm or you, or the Special Agent supervising the Typing Section, regarding training all of the typists in the Typing Section in all phases of ident typing work so that the prints received could be expeditiously handled. As I understand it, such training classes are being conducted at this time and I want these classes continued until such time as all of the typists, who are performing satisfactory work in the Typing Section, have been trained to handle the ident as well as the nonident work. It seems to me that it would have been self-evident to you and your supervisory staff that when it became possible to assign typists from the nonident work in the Typing Section to other work in the Division, it would have been to your advantage to have these typists appropriately trained so that they could handle the overflow of ident work which was being received in the Typing Section at that time. I feel that this is a reflection on the interest displayed by the Special Agent supervisor under whose jurisdiction the Typing Section is. Otherwise, he would have been able to spot this weakness and do something about it. Further, in connection with the work in the Typing Section, I find that the nonpriority work had become delinquent and it was necessary for Mr. Tamm to issue specific instructions that certain of this delinquent nonpriority work be completed. I do not know why Mr. Bromwell could not have noticed this condition and have made the appropriate recommendation or taken the necessary steps to have this work handled. This is a very definite reflection on his interest in the duties assigned to him. Further, in regard to the work in the Typing Section, I want you to know that I will not tolerate any heavy delinquency in that particular section. As I understand it, there are a number of cards to be typed at this time on noncriminal prints and there is a possibility that this particular type of work will continue to backlog. This must not occur and I expect you to give this particular matter your personal attention to see that any undesirable growing backlogs are eliminated.

I further understand that in the Duplicating Section from time to time, there are a number of extra copies of criminal records unnecessarily made. As you know, the paper utilized in the Duplicating Section is expensive and I see no reason why large quantities of this paper should be wasted through the overproduction of copies. I understand that from time to time, it is necessary to make extra copies due to certain malfunctions of the machines. However, this number of copies should be held to an absolute minimum.

Mr. Stanley J. Tracy

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I further am desirous of continued study being given by you and your staff to the standardization of data posted in the jackets by the Posting Section. Again, here is an elementary procedure which should have been given attention by your Division prior to this time. I feel that we should be continually aware of the fact that where manual typing and reading are eliminated, the work can be more expeditiously handled. In every instance where notations can be placed on the docket sheets and elsewhere in the jackets by the use of an approved stamp, this should be done.

I am pleased to note that you have instituted a policy of education of contributors in having them utilize Bureau approved forms for the placing of wanted notices and like services. I feel that you have made an excellent beginning in this regard and it should be closely followed in the future.

As the backlog of old work in the Posting Section is reduced, you should be continually alert to reassign employees presently assigned to that Section to other necessary work in the Identification Division.

I was greatly concerned regarding the accumulation of work on the Liaison Desk. I understand that the delinquency arose from the fact that there was a large amount of work received and one of the regular employees assigned to such work lost a considerable period of time due to illness. I feel, however, that the condition of this work should not have been permitted to become heavily delinquent, but that appropriate recommendations should have been made by the supervising Special Agent to secure the necessary assistance to handle this work. I understand that such assistance was necessary and has been given. However, undoubtedly, there will be a longer period of time utilized in clearing up this delinquency than would have been necessary had the appropriate evaluation been placed on the work in the first instance. I want to know just how soon you feel that the delinquency on the Liaison Desk will be cleared up.

I have had opportunity of reviewing the monthly rating reports submitted on employees of the Identification Division, which are maintained in the Identification Division Personnel Files. I feel that the information contained on these reports is of very definite permanent value and effective immediately copies of such reports should be forwarded monthly to the Bureau for inclusion in the Bureau Personnel Files of the employees of the Identification Division.

In summation, I again wish to point out to you that I am deeply concerned that so many elementary and obvious suggestions were necessarily made during the survey of the Identification Division. I

Mr. Stanley J. Tracy

cannot understand why many of these suggestions were not thought of by the supervisory staff of the Division and placed into effect before this time. There is no doubt in my mind that a day-to-day survey of the work in your Division will continue to bring forth like suggestions in the future. We should not under any circumstance feel at any time that no improvements can be made on the methods utilized by us in the handling of our daily work. You should point out to your supervisory staff my displeasure over the fact that many of these matters had not been given their consideration prior to this time, and you should further point out to them that I expect them to be thoroughly familiar with the workings of their various sections and to be continuously on the alert to recommend improvements in the manner of handling the work in the Division at this time. Such improvements ought to be self-evident from day to day as conditions of the work change.

I trust that it will not be necessary for me to again bring a matter such as this to your attention.

Very truly yours,

J. Edgar Hoover
John Edgar Hoover
Director

Bj
Enclosure

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: September 28, 1950

FROM : Mr. S. J. Tracy

SUBJECT: NATIONAL ACADEMY RECEPTION
WEDNESDAY, SEPTEMBER 27, 1950

Tolson ✓

Ladd

Clegg

Glavin

Nichols

Rosen

Tracy

Harbo

Belmont

Mohr

Tele. Room

Nease

Gandy

I was unable to attend the National Academy Reception in view of the fact that I was on annual leave, having requested Wednesday afternoon for the purpose of cleaning up around my home in view of the fact I just had the old roof torn off and a new roof placed thereon and the entire building was surrounded by an accumulation of dirt.

12 OCT 14 1950

RECORDED

SJT:edm

Tracy should have selected another day to be on leave

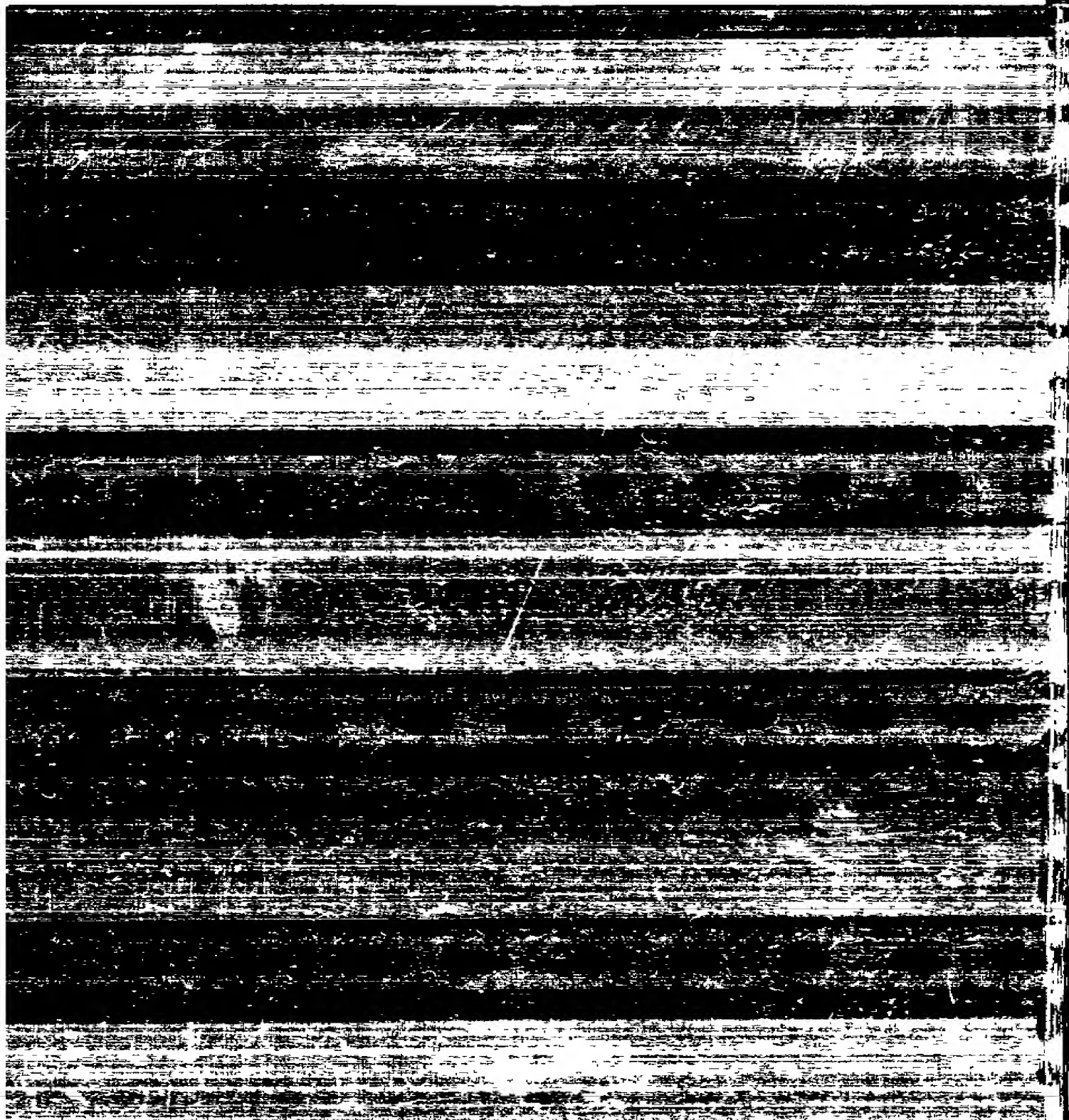
9-29

2 I most certainly agree. We only have 6 receptions a year for N.A. & the best our officials can do is to arrange their affairs to be present on those few occasions. H

**FBI NA
DUTCH TREAT RECEPTION**

**Williamsburg Room
Mayflower Hotel**

**6:00 P. M.
Sept. 27, 1950**



Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Clegg

FROM : F. H. McIntire

SUBJECT: ~~INSPECTIONS AND SURVEYS~~

DATE: 8/30/50

Tolson _____

Ladd _____

Clegg _____

Glavin _____

Nichols _____

Rosen _____

Tracy _____

Harbo _____

Mohr _____

Tele. Room _____

Nease _____

Gandy _____

Purpose

To call to your attention the present picture as far as inspections and surveys are concerned and to make certain recommendations relative to our inspection and survey plans for the future.

Inspections

At present the Bureau's only full-time field inspector is Inspector Naughten. The average time required to conduct a field inspection is at least three weeks per inspection. One Inspector, therefore, can conduct about 15 or 16 inspections per year. During the fiscal year 1950, 21 regular field inspections and 4 recheck or spot check field inspections were conducted.

We have not, during the recent past, and are not at present achieving our goal of inspecting each office annually. At the present time there are 9 offices that have not been inspected in over two years, namely Kansas City, Pittsburgh, Albany, New Haven, Boston, Charlotte, Cleveland, Denver and Newark. There are 16 offices that were last inspected between 18 months and two years ago, namely Anchorage, Norfolk, Richmond, Honolulu, Los Angeles, New Orleans, Butte, Detroit, Salt Lake City, Minneapolis (inspection to start 8/31/50), Omaha, Houston, St. Louis, Savannah, Atlanta, and Dallas. There are two offices, namely Little Rock and Indianapolis, which were last inspected between one year and 18 months ago. The remaining 25 offices have been inspected during the past year.

On 3/14/50 each Assistant Director, each #1 Man and other specific Bureau supervisors were assigned to conduct at least one inspection. A total of 25 field offices were so assigned. Since that time 4 such field offices have been inspected, namely those assigned to Messrs. Harbo, Carlson, K. R. McIntire and Sizoo. Three of the remaining offices, namely those assigned to Messrs. Tracy, Tamm and Mohr have been inspected during the past year and are not due for another inspection until the latter part of this year. Mr. Tamm and Mr. G. C. Gearty have, by assisting on a regular inspection, qualified themselves to conduct the inspections assigned to them. The other officials, other than Assistant Directors, who are required to assist on a field inspection prior to conducting the inspection assigned to them have not qualified themselves in this respect. They have been advised in advance of pending nearby inspections but have been unable to get away from their regular assignments.

Surveys

Your memorandum to Mr. Tolson dated 7/21/49, which the Director

FHM:mfc

approved, recommends the assignment of three men to the Training Division to conduct surveys in the various Divisions similar to the work being done at that time by Mr. Long. Messrs. B. C. Brown, G. C. Gearty and J. A. Sizoo were transferred to the Training Division for this purpose. Messrs. Brown and Sizoo arrived 12/27/49 and Mr. Gearty arrived 2/28/50. These three men, along with Mr. Long, were given the following Divisions in which to conduct continuous surveys - Mr. B. C. Brown: Training Division; Investigative Division and Laboratory Division; Mr. G. C. Gearty: Identification Division; Mr. J. A. Sizoo: Administrative Division and Records and Communications Division; Mr. H. B. Long: Security Division.

These men were given indoctrination training in the Divisions assigned to them. Their specific assignment was to conduct surveys of problems found by themselves and problems referred to them by the various officials in the Divisions assigned to them and to take remedial action. In practice it has been found that these men have spent a greater majority of their time on other types of surveys than they have on the type of work originally planned. As a result of these special assignments these men have not had an opportunity to become as well acquainted with the problems of the Divisions assigned to them as they should. Following is a summary of the work performed by these men under the survey plan, as well as an estimate of the time spent on these surveys.

B. C. Brown - Mr. Brown, who was assigned to this Division 12/27/49, has spent approximately 3 or 4 weeks since that time on general survey work in the Divisions assigned to him. Surveys handled by him have been:

- a. Distribution of Identification Orders and Wanted Fliers. This resulted in instructions to the field that Agents could be more selective in their retention of IOs and Wanted Fliers.
- b. Routing of conference teletypes. This survey showed that the most economical and efficient conference groupings were not being made by the field. New instructions were sent to the field and supervision of conference teletypes at the SOG has tightened considerably. This will undoubtedly result in considerable financial saving to the Bureau.
- c. Preparation, handling and storage of negatives of evidence photographed by the Bureau. The goals of this survey were to reduce the costs of operating the photographic laboratory and to solve the problem of storage of negatives. This survey is still continuing with certain experiments being conducted by the Laboratory Division. When all have been completed the over-all problem should be materially improved.

Other surveys conducted by Mr. Brown which have been specifically assigned and which do not necessarily come under the survey program as planned are:

- a. Survey of Fraud and Accounting Section, Investigative Division, resulted in consolidation of the duties of two section chiefs and the resultant release of one man for other assignment.
- b. Personnel survey for Criminal Informant Desk, Investigative

Division.

- c. Destruction of Records Survey.
- d. Reduction of paper work survey.
- e. Report writing survey.
- f. Review of Owen Lattimore brief.
- g. Security checks of Justice Building.
- h. Auditing Bureau tours.
- i. Survey of Criminal Section, Investigative Division.
- j. Assisted on desk of Inspector J. A. Carlson in Mr. Tolson's office.
- k. Survey of ticklers, Training Division.
- l. Survey of War Plans material.
- m. National Academy file review.

G. C. Gearty - Mr. Gearty arrived in the Training Division 2/28/50 and has spent approximately three weeks on actual survey work since his assignment. His work under the survey program consists of:

- a. Survey of Single Fingerprint File.
- b. Survey of indexing, Card Index Section.
- c. Survey of General Appearance File.

Other assignments handled by Mr. Gearty not in line with the survey program were:

- a. Assisting Mr. Glavin on special survey in Identification Division.
- b. Survey of savings based on employees' suggestions.
- c. Survey of procedures in handling general correspondence, Crime Records Section.
- d. Survey of report form.
- e. Inspector's aide, Philadelphia Inspection.
- f. Inspector's aide, Chicago Inspection.
- g. Reviewing self-inspection reports.
- h. Reviewing Lattimore brief.
- i. Preparation of annual report.
- j. Review of National Academy files.
- k. Audits of tours.

H. B. Long - Mr. Long has been assigned to this survey program since its inception. Since August 1949 Mr. Long estimates that he has spent approximately one week on the general survey program. During this week he surveyed:

- a. Central Research Desk.
- b. Security Index Program.

Other work performed during this period includes:

- a. Inspection, Identification Division.
- b. Inspection, Administrative Division.
- c. Survey of personnel needs, Espionage, Security Division.
- d. Survey of personnel needs, Special Inquiry Section, Investigative Division.

- e. Survey of delayed handling of particular piece of mail.
- f. Attendance, two special conferences on security matters.
- g. Handling Inspector's Aide training class.
- h. Review of brief of Lattimore case.
- i. Reviewing and briefing National Academy files.
- j. Preparation of instructions, monthly field inspection of automobiles.
- k. Survey to reduce paper work.
- l. In-Service training.
- m. Survey of Laboratory ticklers.
- n. Survey in connection with Senator Lodge's comments on loyalty cases.
- o. Field survey, Bureau war plans.
- p. Relief, Section Chief, Inspection and Planning Section.

Mr. J. A. Sizoo - Mr. Sizoo was assigned to the Training and Inspection Division on 12/27/49 and has spent approximately two weeks on actual survey program since that time. During this period he conducted the following work:

- a. Indoctrination tours of Divisions assigned to be surveyed.
- b. Conferred with Mr. Waikart on survey procedures for Records and Communications Division.
- c. Conference with Mr. M. A. Jones.
- d. Collaboration on information for the Bureau of Budget on the Bureau's management and improvement program with Mr. A. P. Gunsser, Administrative Division.

In addition to the above, Mr. Sizoo's time has been occupied in part as follows:

- a. Assisting on self-inspection, Training Division.
- b. Survey on destruction Bureau records.
- c. Survey on use of pink memoranda in the Bureau.
- d. Survey re personnel needs, Records Section.
- e. Survey re additional personnel needs, Crime Records Section.
- f. Attending In-Service.
- g. Survey on correlation of information in Bureau files.
- h. Assisting on the inspection of the Administrative Division.
- i. Survey re delayed handling of particular piece of mail, Administrative Division.
- j. Survey re location of emergency Bureau headquarters.
- k. Assisted in inspection Miami office.
- l. Conducted inspection of Birmingham office.
- m. Assignment on Mr. Carlson's desk in Mr. Tolson's office.

Conclusions

A. Inspections

1. The plan to have Assistant Directors, #1 men and specific supervisors conduct field inspections is not materially reducing the inspection delinquency. 25 such inspections were assigned 3/14/50, to be conducted during

this year. 4 of these inspections have been conducted to-date.

2. With only one full-time field inspector we cannot hope to come anywhere near inspecting each office once each year even if the Bureau officials do conduct the inspections assigned to them. An inspector with no interruptions other than Annual Leave can inspect on the average of 15 or 16 offices per year.

3. That the equivalent of three full-time inspectors are needed to handle field inspections. This does not take into consideration the handling of major cases and specials.

B. Surveys

1. The men assigned to do survey work have been used a majority of the time on work other than that for which they were transferred to the Training Division.

2. That these men have been fully occupied.

3. That the accomplishments of the survey men, considering the time they have been able to spend on survey work, are satisfactory.

4. That the achievements of these survey men could be increased if they were permitted to do only survey work.

5. That better results could be obtained to the Bureau by more frequent full inspections of each Division, say once each year or 18 months, than will be obtained under the survey system as it is operating today. (As evidence of this, the recent full inspection of the Administrative Division resulted in clearing up a bad personnel situation, the reduction of personnel in one Section by 4 employees with an increase in efficiency, the consolidation of the various Bureau machine accounting equipment into one unit, as well as other accomplishments.)

Recommendations

1. That the matter of inspections by Assistant Directors, #1 men and specific Bureau supervisors be discussed at the Executives Conference and that it be determined whether or not the present international situation should have any effect on their conducting these inspections. If these inspections are to be conducted as assigned, that the Assistant Directors endeavor to conduct their inspections in the near future and that they release their #1 men to assist on an inspection in order that they may qualify themselves to conduct the inspections assigned to them, before the end of this year.

2. That another full-time field inspector be secured and assigned to the Training Division. The following are suggested for consideration: These men were selected from the list of single SAC's, ASAC's and Inspector's Aides.

(A) MR. JOSEPH E. THORNTON, SAC, Boston, single, age 44. Mr. Thornton has had experience as a Field Inspector, has had wide Field administrative and investigative experience, has been recommended by Mr. Gurnea for the position of Inspector, and the Director has noted that he is capable of taking on more responsibility.

(B) MR. GEORGE R. MCSWAIN, SAC, Chicago, divorced, age 39. Mr. McSwain has had inspection experience, has had wide Field investigative and administrative experience, has Excellent efficiency ratings, and has been recommended by Mr. Gurnea for the position of Inspector. (It is realized that Mr. McSwain is in charge of one of the Bureau's very important offices.)

The following could be considered on a long-range program to be trained for inspection work:

(A) JOHN HENRY WILLIAMS, SAC, Anchorage, single, age 38. Mr. Williams has had inspector's aide experience, has received Excellent ratings as an Agent and Very Good ratings as an SAC, appears to be aggressive and to possess the qualities that would eventually make him a good Inspector.

(B) WILLIAM E. CLARK, Supervisor, Administrative Division, single, age 36. Mr. Clark is presently in Grade GS-12, has an excellent record in the Administrative Division, but has had limited Field experience.

(C) EDWARD JOHN MARTIN, assigned to Chicago Division, single, age 36. Mr. Martin is presently in Grade GS-12, has served as Legal Attache, has had extensive inspector's aide training, and is reported to be an Excellent Aide.

(D) JOHN A. CIMPERMAN, Legal Attache, London, single, age 42. Mr. Cimperman is in Grade GS-14, has a very good record but has had limited Field experience.

3. It is recommended that the survey program be altered (since the men are not being permitted to spend a major portion of their time on surveys) and that the four men assigned to do this work be utilized as follows:

A. Each be assigned 5 or 6 Field inspections each year. (These assignments to be staggered so that not more than 2 of the men would be used on inspections at any one time.)

B. That the remainder of their time be occupied in conducting SOG inspections and special assigned surveys and projects at the SOG and in the Field.

4. It is recommended that the frequency of SOG inspections be accelerated in order that each Division would be inspected at least once each 18 months. It is believed that these inspections would assist the Assistant Directors in improving their Divisions and in maintaining them at a high degree of efficiency. The survey men would be used on these inspections.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: August 21, 1950

FROM : W. R. GLAVIN

SUBJECT:

A. ROSEN

In connection with your inquiry concerning leave taken by Bureau officials during the year, I wish to advise as follows:

W. R. GLAVIN
Leave Taken

Tolson
Ladd
Clegg
Glavin
Harbo
Rosen
Tracy
Tele. Room
Nease
Gandy

From

Thru

Mr. Ladd
Mr. Clegg
Mr. Harbo
Mr. Rosen
Mr. Tracy

Three weeks taken in Feb. 1950
July 3 July 19
July 12 July 28
June 19 July 4
June 26 June 30
and July 3 July 7
July 10 July 28
May 29 June 16
June 19 July 7

Mr. Carlson
Mr. Nease
Mr. Mohr

Mr. Belmont has scheduled leave from September 11 through September 29.

Mr. Nichols had leave scheduled from July 10 through July 28 but he has not taken it.

I had leave scheduled from July 3 through July 18 which has not been taken.

With reference to the annual leave taken by Mr. Rosen on Wednesday, Thursday and Friday, August 16, 17 and 18 of last week, I spoke to Rosen upon his return to Washington yesterday. He stated that his mother and father had been here visiting him; he wanted to drive them back to Cleveland; that he spoke to Mr. Ladd about it and presumed that the leave had been approved. Mr. Ladd advises me that Rosen came into his (Ladd's) office late Tuesday evening and stated that he was leaving Wednesday morning to drive his folks back home; that they had been here with him for two weeks. Mr. Ladd stated that he mentioned to Mr. Rosen that that was the first he had known Rosen's parents had been in town with him. There was no further discussion of this matter according to Mr. Ladd.

I personally had no knowledge of the departure of Mr. Rosen prior to the time he left.

WRG:amb

Certainly the Rosen leave in August was not in accordance with the approved schedule.

SEP 6 1950

THREE

Copy-kek

OFFICE MEMORANDUM . UNITED STATES GOVERNMENT

TO : Mr. Glavin
FROM : H. L. Edwards
SUBJECT: Miss Claudia Walker
FBI # 3458993

Date: July 20, 1950

In response to the Director's inquiry as to the administrative action taken against Bureau personnel who were responsible for the error in the matter of Miss Claudia Walker the following is submitted. You will recall that on May 10, 1946 a letter was received from Congressman Franck Havanner enclosing correspondence received by him from Miss Walker of San Francisco who was endeavoring to have her fingerprint record pertaining to her commitment to the Stockton State Hospital, Stockton, California as a mental patient removed. A reply was directed to Congressman Havanner which erroneously incorporated information in the Bureau's files regarding a Mrs. Claudia Walker of Oakland, California. The material relating to these two separate persons had erroneously been placed in one file and when the letter to the Congressman was prepared this fact was not detected. At the time inquiry was made into the matter, the identity of the employee of the Files Section who had incorrectly placed the material in one file could not be determined.

Clerical Employee William J. Miller who reviewed the file and prepared a rough draft of the letter to Congressman Havanner was severely censured. SA Supervisor Kenneth T. Delavigne who redictated the letter was censured, suspended for 10 days and transferred from the Identification Division to the Louisville Office. Letters of censure were also directed to Mr. Tracy, Mr. Nichols, and Mr. Hendon.

JIC:dfs

2
AUG 31 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

FROM : H. L. EDWARDS *HLE*

SUBJECT: S. J. TRACY
Assistant Director
Identification Division

DATE: 12/2/50

Tolson ✓
Ladd ✓
Clegg ✓
Glavin ✓
Nichols ✓
Rosen ✓
Tracy ✓
Harbo ✓
Belmont ✓
Mohr ✓
Tele. Room
Nease
Gandy

When Mr. Tracy went out to the Navy Hospital in the last several months for some special consultations at the Eye, Ear, Nose, and Throat Clinic, the doctor recommended a tonsillectomy and a corrective operation for a deviated septum. The Naval authorities indicated that they would be very pleased to perform this surgery at Bethesda.

Mr. Tracy indicated to me that he would be willing to undergo this surgery at Bethesda since they have made the offer, and I have consequently arranged through Mr. Nash for them to take Mr. Tracy at any time he is available. He will be able to enter there any day except Wednesday, Saturday, and Sunday, and he will probably be hospitalized for a total of one week. He will, of course, have to pay the usual daily charge.

I have informed Mr. Tracy of this and he is going to mention it to Mr. Tolson and the Director and will let me know of the day convenient for him to enter the hospital.

I will follow this matter

HLE:pam

or
12-3
4

2 LA should be promptly attended to.

note Mr. Glavin
see memo
1/2/51

31222.280

29

7

[Signature]

October 28, 1950

MEMORANDUM FOR MR. TRACY

It has been observed that a number of memoranda have been submitted by your Division explaining delinquencies in acknowledging incoming correspondence. In all too many instances indications are that the mail is not being handled expeditiously upon its receipt in the Identification Division and I want this situation corrected immediately.

I will not tolerate the continual flow of delinquent correspondence presently emanating from your Division.

Very truly yours,

John Edgar Hoover
Director

JPM:LCB

MR. TOLSON

In the last two days there have been 4 memoranda received from the Identification Division explaining delinquencies in the handling of correspondence. It is felt that this memorandum should go forward to Mr. Tracy at this time in order to expedite the handling of correspondence in the Identification Division

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: October 31, 1950

FROM : H. H. CLEGG *pro*SUBJECT: INSPECTIONS *General*

Tolson ✓
Ladd ✓
Nichols ✓
Rosen ✓
Tracy ✓
Harbo ✓
Gandy ✓

In accordance with your request, there follows a summary of the present inspection assignments.

I. Inspection assignments of those men assigned to the Training and Inspection Division:

	Office to be inspected	Inspection to begin
T. E. Naughten (only full time field inspector)	Cleveland <i>insp</i>	In progress
	Newark <i>insp</i>	
	Anchorage <i>insp</i>	Proposed assignment
	Honolulu <i>insp</i>	Proposed assignment
	San Diego <i>insp</i>	Proposed assignment
	Los Angeles <i>insp</i>	Proposed assignment
	New York <i>insp</i>	Proposed assignment
B. C. Brown	St. Louis <i>insp</i>	11/13/50
	Little Rock <i>insp</i>	11/27/50
J. A. Carlson	Butte <i>insp</i>	11/13/50
	Salt Lake City <i>insp</i>	11/27/50
G. C. Gearty	Denver <i>insp</i>	In progress
H. B. Long	New Orleans <i>insp</i>	In progress
	Houston <i>insp</i>	11/13/50
F. H. McIntire	Dallas <i>insp</i>	11/20/50

II. Inspections assigned to other Bureau officials:Assistant Directors

E. J. Connelley

Boston *insp*
Pittsburgh *insp*
Charlotte *insp*
Richmond *insp*
Knoxville *insp*

11/13/50

R. T. Harbo

Security Division *insp*
Washington Field *insp*

Report being prepared

A. Rosen ✓

Norfolk *insp*

11/6/50

S. J. Tracy ✓

Cincinnati *insp*

11/6/50

FHM/mr

Memo to Tolson 11/1/50 fhm/mr
Ltr to Inspectors checked 11/2/50
Ltr to Harbo, Gearty, Long 11/2/50 fhm/mr

Inspectors

A. H. X Belmont ✓

N. P. X Callahan ✓

E. E. X Hargett ✓

C. E. X Hennrich ✓

L. L. X Laughlin ✓

J. J. X McGuire ✓

G. A. X Nease

New Haven *Insap*

Albany *Insap*

Memphis *Insap*

Savannah *Insap*

Atlanta *Insap*

Omaha *Insap*

Indianapolis *Insap*

12/4/50

11/27/50

11/27/50

11/6/50

Condition of work
prohibits setting
definite date

Condition of work
prohibits setting
definite date

In progress

RECOMMENDATION:

This is for your information.

*The inspections listed
for those officials
whose names are
checked should
be canceled*

10731

←

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

FROM : H. L. EDWARDS *HLE*

SUBJECT: S. J. TRACY
Assistant Director

DATE: 1/2/51

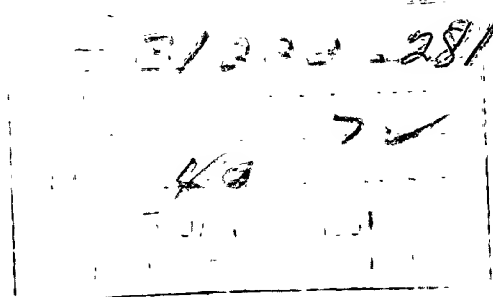
Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Referring to my memorandum of 12/2/50, advising that Mr. Tracy will have to undergo some surgery at the Naval Hospital at Bethesda, wherein the Director indicated that it should be promptly attended to, this is to advise that Mr. Tracy is arranging his affairs so that he will be able to enter the Naval Hospital on 1/8/51.

This matter will be followed to completion in the Personnel Section.

CC: Mr. Tracy
Miss Kūbalak

HLE:pam



December 28, 1950

0
Mr. Stanley J. Tracy
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Stanley:

I want you to know of my sincere appreciation for the very gracious manner in which you entertained Major Clemente Gomez Siore, Chief of the Investigative Unit of the Cuban Army and Captain Orlando Garcia Iglesias, his aide, during their recent visit to the Bureau.

The many courtesies extended to these officials during their stay in Washington have indeed brought much praise to the Bureau and its employees. The services you rendered in this instance contributed in no small measure to the success of their entire visit.

Sincerely,

J. Edgar Hoover

112 DEPT OF JUSTICE
B I

CRD:bmc

RECEIVED
JAN 2 1951

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

MAILED 10
JAN 2 1951
Comm - rel

RECEIVED
JAN 2 1951
13 PM '50

RECEIVED DIRECTOR
JAN 2 1951
7 22 PM '50
U.S. DEPT. OF JUSTICE

31222-282

97
75

H. L. G.

124 1951

RECORDED

1X

3/222-283

31

75

RECEIVED

ORIGINAL FILED IN

94-1-369-677

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

FROM : Mr. S. J. Tracy ✓

SUBJECT: CRIMINAL LAW SECTION
AMERICAN BAR ASSOCIATION

DATE: September 21, 1950

Tolson ✓
Ladd ✓
Clegg ✓
Glavin ✓
Nichols ✓
Rosen ✓
Tracy ✓
Harbo ✓
Belmont ✓
Mohr ✓
Tele. Room ✓
Nease ✓
Gandy ✓

At the final meeting of the Criminal Law Section of the American Bar Association held in the Great Hall, Department of Justice Building, Wednesday morning, September 20, 1950, the following officers were elected for the ensuing year:

Chairman - Arthur J. Freund
506 Olive Street
St. Louis 1, Missouri

Vice Chairman - Earl Warren
State Capitol
Sacramento 14, California

Secretary - James V. Bennett
Bureau of Prisons
Department of Justice
Washington 25, D. C.

Assistant Secretary - Stanley J. Tracy
Federal Bureau of Investigation
Department of Justice
Washington, D. C.

Section Delegate to House-
of Delegates John R. Snively
401 West State Street
Rockford, Illinois

SJT:edm

RECORDED - 33

94-1-369-677
SEP 29 1950

12

PERS. FILES

Ed M. Tracy
9/25/50
LBN

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. H. L. Edwards *HL*

FROM : James W. Bush *JB*

SUBJECT: S. J. Tracy
Assistant Director
Identification Division

DATE: January 6, 1951

Mr. Tolson	✓
Mr. Ladd	
Mr. Clegg	
Mr. Glavin	✓
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Harbo	
Mr. Belmont	
Mr. Mohr	
Tele. Room	
Mr. Nease	
Miss Gandy	

This is to advise you that the operation on Assistant Director S. J. Tracy, which was scheduled for Monday morning, January 8, 1951 at the Naval Hospital in Bethesda, Md., has been canceled indefinitely due to a cold which Mr. Tracy has contracted.

Dr. C. F. Park, who is in charge of the annual F.B.I. physical examinations, advised that the operation should be done later in the spring during warmer weather when there will be less chance of Mr. Tracy contracting a cold which would undoubtedly create complications during and after the operation.

All arrangements which were scheduled for the operation have been canceled for the present.

20 FEB 12 1951

67-31222-284

31

77

HL ✓

Spalding



United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.



Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Mrs. Margaret Tracy Relationship wife Date 1-10-51
Address 4800 College Ave College Park, Md

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name Mrs. Susan Tracy Relationship mother Date 1-10-51
Address 1787 Cornell Circle, Salt Lake City, Utah

ack
JAN 12 1951
JWC
3
wrg

Very truly yours,

Stanley Tracy
Special Agent

JAN 25 1951 76

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : J. P. MOHR

SUBJECT: SUMMARY OF OVERTIME
SEAT OF GOVERNMENT SUPERVISORS
September 1950

DATE: 11/2/50

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

There is attached a tabulation of the overtime performed at the Seat of Government by the various Supervisors during the month of September. This tabulation is broken down by divisions and by sections within the respective divisions. It also records the overtime performed by each of the Assistant Directors as well as the Special Agents supervising the respective sections in the various divisions. Briefly the overtime performed for all Supervisors at the Seat of Government as well as by divisions and by Assistant Directors is set forth as follows:

	Total Number of Agents	Daily Average Per Agent Based on 20 Working Days in Sept.	
		Hours	Minutes
Total All Divisions	334	1	14
Identification Division	6	2	17
<u>S. J. Tracy</u>		3	54
Training and Inspection Division		The Assistant Director and Special Agents in this division do not sign in and out on their registers and therefore it is not possible to prepare an overtime report	
Administrative Division	15	3	10
W. R. Glavin		3	45
Records and Communications Division	24	2	11
L. B. Nichols		4	51
Security Division	147	1	17
A. H. Belmont		4	15
Investigative Division	75		52
Alex Rosen		3	39
Laboratory	65		35
R. T. Harbo		3	39
Mr. Ladd's Office	2	3	13
D. M. Ladd		3	39

JPM:DW

In explanation of the foregoing it should be noted that during the month of September the clerical employees of the Identification Division were on a 6-day week and approximately one half of the 274 hours of overtime performed by the Supervisors in the Identification Division during the month of September was performed by Agent Supervisors working on Saturday.

The same situation is true with respect to the Supervisors assigned to the Records Section since the Records Section was also on a 6-day week. The Supervisors assigned to that section performed approximately 140 hours of overtime on Saturdays out of a total of 380 hours of voluntary overtime for the Records Section during the month of September.

Certain portions of the Administrative Division were placed on a 6-day week commencing September 16, 1950 and as a result a few Supervisors were required to work a full day on Saturdays thereby accumulating some overtime for that reason. However, the percentage of this overtime performed in the Administrative Division is small compared to the total overtime performed by the Supervisors of 1949 hours during the month of September.

It is noted that the Assistant Director and Special Agents of the Training and Inspection Division do not sign in and out on the registers in accordance with previous approval. This procedure was approved inasmuch as the Supervisors in the Training and Inspection Division report for duty in various buildings, such as the Identification Division Building and at Quantico, to furnish instruction before various classes and for that reason it was proposed and approved that they not be required to sign in and out on the registers. The practice in the Training and Inspection Division is for the Supervisors to call in in the morning and report their arrival and the register is simply checked without recording the actual time of arrival. The Supervisors are not required to sign out in the evening provided they leave after 5:30 p.m. nor are they required to call Mr. Clegg's Office.

I feel that the Supervisors in this division should be required to sign in and out on the registers in the same manner as Supervisors in other divisions. I think it should be a requirement that the Supervisor regardless of where he is when calling in to Mr. Clegg's Office reporting his presence should specifically state his exact time of arrival and that should be recorded on the register. Furthermore I think the Supervisor should be required to call in at night and report to the clerk on duty in Mr. Clegg's Office the fact that he is departing and his exact time of departure should be recorded on the register. If Mr. Clegg's Office closes before the Supervisor departs in the evening, he can report his departure the next morning when he calls in to report his arrival. In that way the registers in the Training and Inspection Division would accurately record the time of arrivals and departures for the Assistant Director and the Special

Agent Supervisors assigned to the Training and Inspection Division.

From a review of the attached report, it is very obvious that there is not an equitable distribution of the overtime performed in the various divisions and there is also an unequitable distribution of the overtime performed in the various sections within the divisions.

As an example, the Security Division Supervisors have been performing an average of 1 hour and 17 minutes per day overtime during the month of September, yet during the month of September the Supervisors in the Correlation-Liaison Section performed only 43 minutes overtime per working day while the Supervisors in the Loyalty Section have only been performing 33 minutes per day.

Also the Supervisors in the Investigative Division have been performing an average of 52 minutes per working day overtime, yet the Supervisors in the Criminal Section have been averaging 37 minutes per day. The Special Inquiry Section which handles applicant investigations has been performing 1 hour and 6 minutes per day.

The Laboratory has been putting in an average of 35 minutes per day overtime, the Document Section Supervisors putting in 24 minutes per day, the Physics-Chemistry Section 23 minutes per day and the Radio-Electrical Section putting in an average of 52 minutes per day.

These 31 Document Section Supervisors have been transferred
The attached report also very definitely reflects that the Supervisors in the Administrative Division have been putting in an overwhelming amount of voluntary overtime as well as some of the Supervisors in the Records and Communications Division. *11-2*

I point out the foregoing particularly with respect to the Security Division where an additional six Supervisors have recently been ordered to the Internal Security Section in order to help with the work pending in that section, yet it is observed the 38 Supervisors assigned to that section put in 1 hour and 37 minutes overtime during the month of September. Recently additional Supervisors were ordered to the Loyalty Section to take care of the increased loyalty work yet the 22 Supervisors in that section were averaging 33 minutes overtime per day during the month of September.

Also additional Supervisors were ordered in to the Special Inquiry Section of the Investigative Division, which section handles applicant investigations, where 32 Supervisors during the month of September were averaging 1 hour and 6 minutes per working day and the total of 75 Supervisors for the entire division were only averaging 52 minutes per working day.

RECOMMENDATIONS

1. It is recommended that this matter of unequitable distribution of overtime in the various divisions at the Seat of Government

on the part of the Special Agent Supervisors be discussed at the Executives Conference.

2. It is also recommended that the Training and Inspection Division be required effective immediately to have their Supervisors' hours of work recorded on the sign-in and sign-out registers. I think it is desirable to have the procedures uniform at the Seat of Government and I also think it is desirable to know the amount of overtime performed by the Supervisors in the Training and Inspection Division as well as the other divisions at the Seat of Government.

Training Div
instructed to do
started Nov 1, 1950
JPM.
11-10

I agree. In addition
I recommend such a
tabulation be prepared
monthly and such in
connection with reduction
and addition of personnel

11-2

I am making a survey to
see whether additional
laboratory supervision can
be assigned to files project or to
Was Field Division

Also see if some can
be taken from Security
& Inv. Div.

H.

I approve all
H.

Done,
JPM

PERMANENT

September 25, 1950

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

RECORDED - 33 94-1-369-677
Dear Stanley:

I wish to extend to you my heartiest congratulations on your election as Assistant Secretary of the Criminal Law Section of the American Bar Association. I think this is a splendid recognition of the interest you have manifested in Bar Association activities. I am sure that you will have many opportunities to be of additional service.

With best wishes and kind regards,

Sincerely,

J. Edgar Hoover

LBN:LH

RECEIVED DIRECTOR
U.S. DEPT. OF JUSTICE
SEP 26 10 47 AM '50

SEP 25 7 20 PM '50
B
[Handwritten signature]

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mohr
- Tele. Room
- Nease
- Gandy

MAILED 17
SEP 26 1950
COMM - FBI

April 4, 1951

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

My attention has been called to the complaint of Bernice B. Smith, San Antonio, Texas, and to the unsatisfactory manner in which this entire situation has been handled by your division.

In this instance, following receipt of the inquiry from the San Antonio Division concerning Bernice B. Smith, it was ascertained by you that there had been an improper performance of duty on the part of an index card searcher in making an identification without sufficient information upon which to base such an identification. Thereafter, an acknowledgment was sent by your division to the San Antonio Field Office with a brief explanatory notation to the effect that it was impossible to fix responsibility.

In connection therewith it is very obvious that you improperly treated a principal mistake in this matter as just routine and of no real importance. This error very definitely should have indicated to you the need for inquiry into the system, which you failed to do, in order that responsibility for any similar mistake in the future might be fixed. However, you failed to take any positive steps to prevent a recurrence.

I most definitely cannot agree with you that the action you took was adequate notification of this complaint. The situation obviously called for much more serious thought and attention and the submission of appropriate recommendations by you, which was not done.

You failed in this instance to manifest the initiative which is expected of you, and I must insist that such matters be afforded more than just superficial attention in the future.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

JEE:bls
CC: Mr. Tolson

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Gandy _____

APR 4 1951

31222-285
U.S. DEPT. OF JUSTICE
RECEIVED - DIRECTOR
15. APR 6
JAN 10 1951
FBI

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

January 18, 1951

I certify that I have ^{returned}~~received~~ the following
Government property for official use:

Card Index Manual # 1

FILE
WRG
PER. *slw*
101
MAR 2 1951

Very truly yours,

Stanley J. Tracy
Stanley J. Tracy

S. J. TRACY

April 18, 1951

Director, FBI

~~PERSONAL AND CONFIDENTIAL~~

PHYSICAL EXAMINATION

This is to advise that you have been scheduled for a physical examination at the United States Naval Hospital, Bethesda, Maryland, on Monday, April 23, 1951. Transportation will be furnished you and in this connection, you should report to Room 5517 at 10:30 A.M.

HLE:cmn *cmn*

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2012

16 APR 28 1951

21822-286

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13

see *RW*

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APR 19 9 24 AM '51
Lee

TRACY S J

15 1F O 1 MAY 51

NAME _____

GR.	TITLE	SECTION	SHIFT
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DATE _____

I. S. RATING

FINAL RATING

SIGNATURE OF IMMEDIATE SUPERVISOR

PRINTED BY THE STANDARD REGISTER CO., DAYTON 1, OHIO, U. S. A.

51 JUL 18 1957

3
FILE
WRG

copy b jw

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO: : MR. TOLSON

DATE: April 7, 1951

FROM : MR. CALLAHAN

SUBJECT: AUTOMATIC PROMOTIONS FOR
ASSISTANT DIRECTORS

The following Assistant Directors are eligible to receive consideration for automatic promotions effective April 29, 1951, and unless advised to the contrary the necessary action will be sent through to effect these increases:

	FROM	TO
Clegg, Hugh H.	GS 15 \$10,750	GS 15 \$11,000
Glavin, W. Richard	GS 15 \$10,750	GS 15 \$11,000
Harbo, Rolf T.	GS 15 \$10,750	GS 15 \$11,000
Nichols, Louis B.	GS 15 \$10,750	GS 15 \$11,000
<u>Tracy, Stanley J.</u>	GS 15 \$10,750	GS 15 \$11,000

JW:vlp

15 MAY 5 1951 113

0
**EFFICIENCY RATING
BOARD OF REVIEW**

OFFICE OF THE CHAIRMAN

DEPARTMENT OF JUSTICE
Federal Bureau of Investigation
WASHINGTON 25, D. C.

February 16, 1951

ADDRESS REPLY CARE OF THE
CIVIL SERVICE COMMISSION
AND REFER TO:

PC-PR-EAC:1w

HW
Mr. Lynn Edwards
Federal Bureau of Investigation,
Room 2266, Justice Building,
10th & Pennsylvania Avenue, N.W.
Washington, D. C.

Dear Mr. Edwards:

Please find enclosed official Certificates of Membership
on the Board of Review, issued by the U. S. Civil Service
Commission to the following:

Mr. W. Richard ~~X~~ Glavin, Department Member
Mr. Stanley J. ~~X~~ Tracy, Alternate Department Member
Mr. John W. ~~X~~ Martin, Employee Member
Mr. Godfrey P. ~~X~~ Runaldue, Alternate Employee Member

We will appreciate it very much if you will deliver these
Certificates to their respective recipients.

Very truly yours,

033-135
31
Evelyn A. Croswell
Evelyn A. Croswell
Chairman

Enclosure

*The above confirms our
commutation of yesterday*

*certificates
delivered
2/17/51*

31
HW
NOT RECORDED
C MAR 1 1951

1. Agency and organizational designations DEPARTMENT OF JUSTICE				2. Pay roll period		3. Block No.		4. Slip No. 21816	
5. Employee's name MR. STANLEY J. TRACY							6. Grade and salary Ident. GS 15 \$10,750		
PAY ROLL CHANGE DATA									
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX _____	BOND		NET PAY
7. Previous normal									
8. New normal									
9. Pay this period									
10. Remarks: <div style="text-align: center; font-size: 2em; transform: rotate(-15deg); opacity: 0.5;">STANLEY J. TRACY</div>							12. Prepared by 13. Audited by		
<input checked="" type="checkbox"/> Periodic step-increase. <input type="checkbox"/> Pay adjustment. <input type="checkbox"/> Other step-increase _____									
14. Effective date 4-29-51	15. Date last equivalent increase 10-30-49	16. Old salary rate \$10,750	17. New salary rate \$12,000	18. (a) Efficiency rating is good or better than good and service and Perf. rating - Sat. (b) _____ (SIGNATURE OR OTHER AUTHENTICATION)				19. Suspense date 4-9-51	
20. LWOP data (Fill in appropriate spaces covering LWOP during following periods:) Period(s): 1-6-51						(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.			
<input type="checkbox"/> No excess LWOP. Total excess LWOP _____						JV/DB Initials of Clerk			

STANDARD FORM NO. 1126d
Form prescribed by Comp. Gen., U. S.
Feb. 3, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

May 2, 1951

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

I have noted the most unsatisfactory manner in which the matter involving certain statistics on the number of Federal Government employees arrested for sex offenses was recently handled. It appears that in a memorandum prepared by the Identification Division on November 20, 1950, there was listed a certain number of identifications made of individuals arrested on sex charges as compiled from fingerprint cards of Government employees. Although the arrest records of the individuals involved were attached to this memorandum, the memorandum itself did not specifically set forth the fact that these records in many instances were several years old and it could not be readily determined from reading the memorandum whether the figures given represented arrests of individuals who were still in Government service.

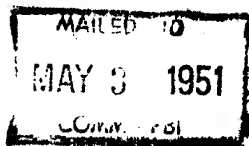
16 MAY 1951

31222-287

It is further noted that when an inquiry was made of you by another Bureau official concerning whether a figure given in my testimony before the House Subcommittee on Appropriations included arrests of sex deviates prior to April of 1950, you speculated that this figure possibly included arrests prior to that date when this fact was not definitely known to you at that time. Although you subsequently ascertained correct facts in this matter, this original speculation on your part was at least partly responsible for incorrect information being furnished the press, which information had to be retracted after the correct facts had been determined.

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Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
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Tele. Room _____
Nease _____
Gandy _____

15 MAY 1951



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[Handwritten signature]

Mr. Stanley J. Tracy

May 2, 1951

The manner in which this matter was handled was definitely unsatisfactory, and it is expected that you will take appropriate steps to see to it that all future memoranda prepared by the Identification Division will be specific and complete so that the full facts in a situation may be obtained from reading the memorandum without the necessity of referring to other records or material which may be attached to the memorandum. It is also expected that you will avoid speculating in a situation such as referred to above when the true and complete facts are not definitely known to you.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

70H
FDH:bls

CC: Mr. Tolson (~~Confidential~~)

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-09-2012



Office Memorandum • UNITED STATES GOVERNMENT

TO : H. L. EDWARDS *HL*
 FROM : William H. Nash *WN*
 SUBJECT: STANLEY J. TRACY
 Assistant Director *by*

DATE: June 16, 1951

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 Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

This is to advise that arrangements have been perfected to admit Assistant Director Stanley J. Tracy to the Naval Hospital, Bethesda, Maryland, for a tonsillectomy. He will report for admittance to the Naval Hospital, Sunday, June 17, 1951, at twelve noon. The operation will be performed Monday morning, June 18, 1951.

The writer consulted with Dr. Gaillard yesterday and he advised that only a tonsillectomy will be performed at this time because he felt it would not be well to do a sub-mucous resection and a tonsillectomy at the same time; therefore, in view of Dr. Gaillard's comments only the tonsillectomy will be done Monday. Mr. Tracy will be readmitted for the sub-mucous resection at a later date.

Mr. Tracy reported to the Eye, Ear, Nose and Throat Department of the Naval Hospital this morning for certain preliminary tests which included a blood coagulation and blood tieter test and a consultation with Dr. Gaillard in regard to the surgery which will be performed.

This is being submitted for your information.

12 JUN 29 1951

✓

67-31	289
JUN 16 1951	

77

TRACY
WNS

6/18/51

MR. TRACY WAS SEEN AT 2:30 THIS AFTERNOON
AND IS GETTING ALONG OK.

DSS

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: *June 25, 1951*

FROM : Mr. S. J. Tracy

SUBJECT:

This is to advise that the writer had a tonsillectomy on Monday morning, June 18, 1951, and was examined at the Naval Hospital today, June 25, 1951, and discharged. I was advised that the operation on my nose will be performed in approximately one month. This is for information purposes.

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Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

SJT:edm

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mac

340
11-1-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : H. L. Edwards *HLW*
 FROM : J. W. Bush *JWB*
 SUBJECT: S. J. Tracy
 Assistant Director
 Identification Division

DATE: June 8, 1951

Mr. Tolson
Mr. Ladd
Mr. Clegg
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. E. A. Tamm
Mr. Alden
Mr. Belmont
Mr. Laughlin
Mr. Mohr
Tele. Room
Mr. Nease
Miss Gandy

*U. S. Dept. of Justice
 Mr. Stiller*

This is to advise that arrangements have been made for the admission of Assistant Director S. J. Tracy to the Naval Hospital at Bethesda, Maryland, for a tonsillectomy and a corrective operation for a deviated septum.

The operation has been scheduled for Monday morning, June 18, 1951, as requested and it was stated that Mr. Tracy should be admitted on Sunday, June 17, due to the fact that certain preparations have to be taken in advance before the operation.

Dr. Delaney, who is in charge of the E.E.N.T. Clinic at the Naval Hospital, advised me that he would like to see Mr. Tracy again before the operation in view of the fact that he has not seen Mr. Tracy for quite some time. An appointment has been made for Mr. Tracy on June 15 at 1:30, so that Dr. Delaney may examine Mr. Tracy and give him all the preliminary laboratory tests which are necessary before an operation.

Further arrangements for Mr. Tracy's accommodations at the hospital will be made on Friday, June 15, when he is examined by Dr. Delaney.

✓

70 JUN 27 1951

NOT RECORDED

June 19, 1951

Mr. S. J. Tracy
4800 College Avenue
College Park, Maryland

Dear Stanley:

I was glad to receive a progress report late yesterday on the results of your tonsillectomy and it was encouraging to learn that the doctor has pronounced the operation successful.

Although I know you will experience the customary discomfort for the next several days, am sure you will weather the ordeal satisfactorily.

I hope you will derive the benefits from this surgery which you anticipate.

If there is anything any of us can do for you, please let me know.

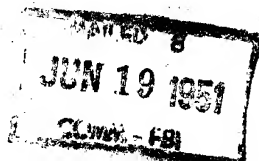
Sincerely,

J. Edgar Hoover

RKW:bp

Mr. Tracy was operated on at Bethesda Naval Hospital on 6-18-51. He was visited by the liaison employee of the Administrative Division who handles physicals at 2:30 p.m. and the operation was reported as successful and although Mr. Tracy was still somewhat under the effects of the anaesthetic and experiencing discomfort from the normal excretion of blood, it appears there were no complications. He will probably be in the hospital until Wednesday, 6-20-51, after which there will be the normal convalescence period at his home.

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Nease _____
Gandy _____



August 22, 1951

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Sir:

On February 28, 1951, you recommended that [redacted] an employee of the Identification Division, be afforded favorable consideration as an applicant for the position of Special Agent. [redacted] was subsequently interviewed and favorably recommended by another Bureau official. He entered on duty as a Special Agent on June 4, 1951, and his resignation was requested on August 14, 1951, because various officials of the Training and Inspection Division reported that he possessed such obvious personal shortcomings that he would not be able to represent the Bureau effectively before the public.

3 SEP 5 1951

3/22 2-293

The interviewing officials of the Training and Inspection Division have pointed out that this man was bashful, reticent, nervous, immature and unimpressive. He has a colorless personality and he displayed a lack of confidence in his own ability.

Your recommendation of this obviously unsatisfactory applicant for the Bureau's service is a matter of grave concern. It is apparent that you were careless in affording this employee a favorable recommendation for promotion to the position of Special Agent. Certainly, an official of your experience should be able to detect the obvious personal shortcomings possessed by this appointee if a thorough and painstaking interview had been conducted. You are advised that a repetition of this failure to perform your duty as an official of the Bureau will bring more serious administrative action in the future.

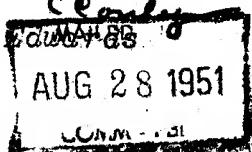
Very truly yours,

(s) J. Edgar Hoover
Mailed by the Director
John Edgar Hoover
Director

Tolson _____
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Nichols _____
Rosen _____
Tracy _____
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Belmont _____
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Tele. Room _____
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Gandy _____

CC - Mr. J. E. [redacted]

TFR:etw



Handwritten signatures and stamps, including "AUG 23 1951" and "RECEIVED".

MR. CLEGG

7/26/51

K. R. McINTIRE

b6
b7c

NAC #34
EOB 6/4/51

Interviewing Officials - Mr. S. J. Tracy, Mr. T. Webb
and Mr. H. H. Clegg.

Outstanding Endorsers - None.

Mr. K. R. McIntire states while this man is neat and clean, he is unimpressive because he seems to be weak. He is lacking in dominating characteristics. He fails to show strength of character and decisiveness. He gives the impression of being without a strong will and determination. His personality is somewhat colorless. In view of these characteristics, it is not felt that he would make a satisfactory witness or that he would be impressive to others.

Class Counselor W. H. Waylor states that in some of his examination work this Trainee has been one of the poorest in the class. His class recitations have also been below average indicating possibly below average intelligence. He is below average generally and it is questionable that he would ever develop into an average agent.

Mr. R. A. Newby states this Trainee is too young, immature, and inexperienced to be sent to the field at this time. He lacks sufficient confidence and poise to conduct a satisfactory interview. His appearance is unsatisfactory. He stumbled over his own name. He appeared to be frozen and somewhat scared to speak. This Trainee should develop tremendously during his training. ~~He~~ fails to develop, it is recommended that he be returned to the Bureau as a tour leader for additional experience in meeting the public before being sent to the field as a special agent. **132 17099**

Mr. N. A. Watson states that this man has only an average appearance and his personality is inadequate. During the interview the Trainee was apologetic and bashful. He lacked forcefulness. He was ill at ease and indicated a feeling of inferiority.

Mr. Leroy Kusch, Firearms Instructor, states this Trainee was inclined to be a little bit nervous and unsure of himself on the firearms ranges. The Trainee went to pieces when firing for record and against time. He finally settled down and fired satisfactory scores. He should receive additional training in the field.

KRM:fr

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Gandy _____

The Trainee has received the following failing grades thus far:

First Week Examination - Rules and Regulations - 70%
Second Week Examination- " " " - 76
Examination on the Manual of Rules and Regulations - 77%
Preliminary Examination - Federal Criminal Procedure - 66½%
Examination - Federal Criminal Procedure - 73½%

RECOMMENDATIONS:

1. That his resignation be requested.
2. That letters of censure be directed to Mr. S. J. Tracy, Mr. T. Webb, and Mr. H. H. Clegg calling their attention to the selection of unsatisfactory personnel.

KRM:fr

MR. TOLSON

4/1/51

H. H. CLEGG

**ERRONEOUS POSTING OF WANTED NOTICE INFORMATION
TO RECORD OF BERNICE B. SMITH, SAN ANTONIO, TEXAS**

The Complaint

Bernice B. Smith of San Antonio, Texas, by letter of March 27, 1951, sets forth her background; advises that she became a taxi driver in November 1950 and had to be fingerprinted; that the FBI office in Washington furnished a record to the Police Department, based on the fingerprints, that she had served 18 months in a Federal Prison for handling marijuana. This record she denies and charges carelessness and hardship because she has been unable to continue as a cab driver.

The San Antonio Office, by letter dated 3/5/51, stated that the San Antonio Police Department Taxicab Inspector was trying to clear up this matter and stated that Bernice Smith had vigorously denied that she had ever had such an arrest or had served time for such a violation. Bureau letter dated March 12, 1951, prepared in the Identification Division by Mr. W. W. Bromwell, advised the San Antonio Office, in answer to its inquiry, that the information concerning this sentence on the marijuana charge, which was not supported by fingerprints, had been furnished by the Customs Agent in Charge at Laredo, Texas, in 1944. The letter also shows that this "notation" possibly belongs on the record of another Bernice Smith, an entirely different person, with a different FBI number. There is an explanatory note on the bottom of the yellow of the Bureau letter that the information about the sentence on the marijuana charge was unsupported by fingerprints and was recorded as a "notation," after which the incoming communication on which the "notation" is based was destroyed, and, thus, it is impossible to fix the responsibility for this error. This letter is initialed by Messrs. Bromwell, Mohr and Tracy.

Handling in the Identification Division

The fingerprint file on the Bernice Smith who wrote the letter to the Director reflects an arrest on January 22, 1943, by the San Antonio, Texas, Police Department, under the name of Bernice Smith, on a charge of "Vagrancy - Hold for Detectives." A second fingerprint card was received on 4/15/43 from the Civil Service Commission showing Bernice B. Smith was applying for a position in the Laundry at Fort Huachuca, Arizona. There is another notation that this individual, as Bernice Bobbie Smith, had a fingerprint card received on 2/5/51 from the San Antonio Police Department incident to her application as a taxicab driver. This latter print was returned to the San Antonio Police Department 2/21/51. On a separate page, but

HHC:DMG & IGS:hd
Attachment

bearing the same FBI number is a "notation." It is preceded by an asterisk and in small type at the bottom of the page is printed "* represents notations unsupported by fingerprints in FBI files." This shows as follows: "* As Bernice Smith 47-1-184 Customs Agent in Charge, Laredo, Texas 9-24-44, Section 1593 (b), Title 19 USC and Marihuana Tax Act of 1947; 10-24-44 sent. to 18 months."

There is an entirely separate identification folder on another Bernice Smith. This shows that, based on fingerprints, there is a record of 9-25-44 on Bernice Smith, submitted by the U. S. Marshal, Del Rio, Texas, on a charge of "Smuggle marijuana;" disposition shows a sentence on 10-24-44 to 1 year and 1 day. Another card supports the record that, on 12-19-44, a print was received from the Federal Reformatory for Women, Alderson, West Virginia, as Bernice Smith, on a charge of violation of the Marijuana Tax Act; sentence 1 year and 1 day. This is undoubtedly the record on which the above "notation" should have been posted.

Index Cards on the Name "Bernice Smith"
in the Identification Division

As of today, there are 113 index cards of all types on "Bernice Smith." There are 5 more on "Bernice B. Smith." There are scores of other cards on various Bernice Smiths with second names or initials.

Of the 113 Bernice Smith index cards, 44 were prepared during 1944 or earlier. Of these 44, 9 have a record or address in Texas. Of these 9, 6 are on colored women. The writer of the letter to the Director is a colored woman.

The fingerprint card on the marijuana charge from the U. S. Marshal at Del Rio, Texas, was received in Ident. Division on 10-30-44. The "notation" by the Customs Agent in Charge was submitted to the Bureau by letter dated October 26, 1944, from Laredo, Texas. Thus, the "notation" from the Customs Officer in Laredo was received at about the same time as the fingerprint card from the U. S. Marshal at Del Rio, Texas.

Facts Supplied by the San Antonio Office

I called the San Antonio Office and the Resident Agent at Laredo searched the files of the Customs Inspector there on Bernice Smith. There is no FBI number, no police number, no Bureau criminal record, no description and no indication that fingerprints had been submitted. A carbon copy on onionskin paper of what appears to be the disposition sheet forwarded to the Bureau, on which the "notation" was based, is dated 10-26-44, and shows that the sentence to 18 months (reported by others as 1 yr., 1 day) was imposed on 10-24-44, at Del Rio, Texas.

The San Antonio Office reported that the Bernice Smith who wrote the letter to the Director had a file in the San Antonio Police Department showing an arrest on 1-22-43, on a charge of "Vagrancy - Hold for Investigation." This arrest was made for fighting with another

female. She was arrested March 16, 1944, at 11:50 PM, charged with "Vagrancy - Hold for Clinic" and fined \$10.00 on March 22, 1944. A police officer there reports that this is the charge used for common prostitutes picked up by the Vice Squad. It further shows on September 20, 1950, she applied for the job of taxicab driver.

The Mistake Made in the Identification Division

When the Disposition Sheet from the Customs officer in Laredo was received reporting the sentence on the marijuana charge, it was subsequently searched through the index cards for the purpose of identifying the proper record to which it belonged. At that time there were 44 index cards on persons of the same name, nine of them were from Texas and six of them were colored women from Texas. There was no identifying FBI or police number and no description whatsoever on the disposition sheet from which the "notation" was taken. At least the carbon copy in the Customs officer's file at Laredo so indicates. The index card searcher thus had no positive basis for making an identification. If there is a number or other positive identifying data, the index searcher will write in the FBI number on the disposition sheet. If the identification is not positive, she is supposed to write in the word "try" before the FBI number or numbers listed on the disposition sheet. This means they should "try this file number" to see if it concerns the same person. The disposition sheets with the word "try" before the file numbers are not to be filed in the folder since it is not yet identified.

It is rather obvious that the word "try" was omitted, because the disposition sheet was filed in the folder of the San Antonio taxicab driver. If the word "try" appeared, it should not be filed until the positive identification is made. That it was filed is obvious from the fact that this folder on the cab driver was not charged out again until January 31, 1951, at which time there was some inquiry from the San Antonio Police Department and at that time the data from the disposition sheet which had been in this folder since 1944 was added to the record as a "notation." If the word "try" had been on the disposition sheet, it would not have been posted. Disposition sheets are not posted on the record immediately because there may be no future occasion to use the record in which event the posting procedure would be wasted effort. If the Disposition Sheet is to be posted later, if the word "try" does not appear, then the posting clerk can type the "notation" on the record. She is charged with checking the record to see there is nothing obviously wrong, such as a misfiled print.

Since the cab driver had been arrested in 1943 on a charge of "Vagrancy - Hold for Detectives," Mrs. Zelma Williams, who typed the "notation" on the record, had some justification for posting the "notation" as a possible disposition of the arrest charge the year before. Dispositions are frequently reported months or years after

the arrest record. Also, ~~as~~ the word "try" did not appear on the disposition sheet and, as a consequence, it was interpreted, as is the policy, as a positive identification which had been made by the Card Index Searcher.

The error was, therefore, committed by the Card Index Searcher. The identity of this searcher is unknown for her initials are required to be placed on the disposition sheet and then when it is posted the disposition sheet is destroyed. This has been the approved practice since 1945 in order to reduce the size of the files of the Identification Division. The error by the unidentified index card searcher is obvious, and by no logic could this Disposition Sheet have been positively identified with the record to which it was later posted as a "notation."

SUGGESTIONS & RECOMMENDATIONS:

1. The present criminal and identification records sent out by the Identification Division are in two parts. Part I is the criminal record based upon fingerprints received by the Bureau. Part II, always on a separate page, shows "notations" which are not based upon fingerprint cards received at the Bureau. These notations are posted on this Part II Identification Record from admissions made by the arrested person and listed by the police on the back of the fingerprint card. They also are posted from separate communications forwarded to the Bureau, either on the disposition sheet or by letter or other special form. These postings, however, at present are based upon the name, supported by locale and descriptive information, or the name supported by the FBI number, PD number, or fingerprint classification.

Suggestion: That all notations which now appear in Part II be completely eliminated from all future records sent out by the Bureau.

Advantages: (1) The Part II of the Identification Record has been the primary source of difficulty over the years in that the so-called notations are not supported by fingerprints and arrested persons on many occasions have denied the truth of these notations in open court, by communications to the Bureau, or by lodging complaints to police departments and others. (2) Part II of the Identification Record will continue to serve as a continual source of complaints and possibly result in embarrassment to the Bureau. (3) It has been demonstrated that in many instances the information contained in Part II of the Identification Record has been erroneous and when this has occurred it has been embarrassing to the Bureau and obviously to the individual concerned. (4) There is no sure method that can be devised whereby the information which may be contained in Part II of the Identification Record will, in fact, be an accurate, correct record of additional arrests of an individual. (5) There have been increasing occasions whereby the FBI Fingerprint Identification Record has been made public; i.e., political campaigns, in connection

with an individual's application for a political office, elective or non-elective. In many instances the individual concerned has taken exception not to Part I of the Identification Record but instead to Part II which contains these so-called notations which can not be proven or disproven by the Bureau or by the submitting agency without further exhaustive investigation. (6) It eliminates the possibility of error on the part of the Bureau or on the part of the submitting agency. (7) Notations, as such, have no value in the criminal record when produced in court unless verified by investigation. However, in many instances prosecuting attorneys and police officers have introduced in court the Part II of the Identification Record and the defendant at that time denied the so-called arrest. (8) The page on which these notations appear have the signature of the Director and the signature of the Director is used to authenticate a record that may not be true, which thus weakens the standing of the FBI and the Director's signature in other types of communications and with reference particularly to Part I of this record. (9) The FBI Identification Division records should be based solely on fingerprints as it is a fingerprint division essentially. (10) This will result in material savings in time and money in going thru the administrative process of posting these indefinite and uncertain records.

Disadvantages: (1) From the beginning the Identification Division has rendered this service. For it to stop at this time would likely result in widespread protests from police, including the IACP. (2) It would be desirable for the FBI Special Agents and the investigators of various police agencies to have the information which now appears on Part II of the Identification Record; e.g., in Washington, D.C. recently the local court through such a notation was able to secure the fingerprint card from a local police department and have that card searched through the files of the Identification Division and introduced that fingerprint card in evidence. (3) Appropriate phraseology can be devised to add to the forms on which these records appear so as to clearly show that these are investigative leads and not positive identifications.

Recommendation: Messrs. Mohr and C. Tamm are in favor of the suggestion to discontinue, effective immediately, Part II of the Identification Record and eliminate hereafter the posting of such notations or information in the Identification Division. They are also in favor of detaching Part II of the Identification Record already in file so that hereafter only Part I of the Identification Record would be sent out to contributing law enforcement agencies.

Mr. Tracy is opposed to the suggestion but by way of curtailment in the posting of notations proposes to discontinue the posting of any notations except notations that are entered on fingerprint cards received. Such notations are contained on incoming fingerprint cards as "admits" or under prior criminal history.

Mr. Clegg is opposed to the suggestion and favors the posting of notations as at present when based on the name plus the FBI number, the police number or the fingerprint classification. He does favor not posting notations which are based solely on name, locale or description when not supported by other identifying data.

2. In the event the Bureau approves the continuance of sending out Part II of the Identification Record which includes notations of arrest but unsupported by fingerprint cards, then it is recommended that the forms on which the Identification Records are sent out by the Bureau be revised. On the top part of this form prior to listing the notations in Part II should appear the following phraseology:

"Notations indicated by * are not based on fingerprints in FBI files. The notations are based on data furnished this Bureau concerning individuals of the same or similar names or aliases and are listed only as investigative leads."

Messrs. Tracy, Mohr, Tamm & Clegg agree.

3. In the event the Bureau decides notations are to be continued, then it is recommended instead of beginning notations with the phraseology such as "as Bernice Smith," et cetera, that in the future the word "as" be omitted in front of the notations posted.

Messrs. Tracy, Mohr, Tamm & Clegg agree;

4. The Director inquired as to why the Director's office was not advised of the protest in this inquiry. Mr. Tracy advised that a letter dated March 5, 1951 was received from the San Antonio Office about this matter indicating that a representative of the San Antonio PD and an attorney representing Bernice Smith had called at the San Antonio Office about this matter. The Bureau's reply prepared in the Identification Division, dated March 12, 1951, was forwarded for approval to Mr. Tolson's office prior to its transmittal to the SAC at San Antonio. Mr. Tracy advises that whenever there is an error concerning erroneous identification which would involve administrative action against an employee who has been identified, he prepares a memo for that purpose which is sent to the Administrative Division. In this instance they were unable to identify the employee in the Card Index Section due to the fact that the disposition sheet which bore the employee's initials had already been destroyed. A notation was placed on the yellow of the outgoing letter to the SAC at San Antonio indicating that the responsibility for the error could not now be determined and describing briefly the procedure followed in the Identification Division. He felt that this was adequate notification of this complaint. This, he said, is the regular procedure which has in years past been followed in such instances.

Mr. Tracy should have prepared a special memo about this due to the serious error, the inquiry by the San Antonio PD and by the lawyer. This was not routine.

Recommendation: That in the future all erroneous identifications as well as all protests from outside sources which are due to an error by the FBI be reported by special memo. This recommendation does not include inquiries from police departments concerning omissions or errors of classification and other such routine correspondence or missed identifications. It is intended to apply, however, to all

protests or complaints relating to records or notations which are apparently erroneously reported about an individual as in this case. Messrs. Tracy, Mohr, Tamm & Clegg concur. In this instance Mr. Tracy should have called this matter to the attention of the Bureau by special memorandum. He was thus in error for not doing so.

5. The letter to the San Antonio Office, when forwarded to Mr. Tolson's office, was initialed for him by Mr. Mohr who advises that he questioned Mr. Tracy by telephone concerning this matter and he advised that it had been due to an error which had occurred and that the identity of the particular employee committing the error could not be ascertained because the disposition sheet had been destroyed. Mr. Mohr did not, in his judgement, consider the inquiry of sufficient importance to specifically call it to the attention of Mr. Tolson and the Director or insist that Mr. Tracy prepare a separate memorandum with respect to this entire matter for the attention of Mr. Tolson or the Director, which he should have done, particularly since there had been a lawyer and a hack inspector call at the San Antonio Office about this, which information had been reported in the incoming letter from San Antonio. Mr. Mohr was thus in error, which he admits.

6. In view of the fact that SAC Weeks has advised that the Police Department's hack inspector was informed of the contents of the Bureau's letter of March 12 to the San Antonio Office and as the hack inspector states he has talked with Bernice Smith and has offered to renew her taxi driver permit and since she told him she was no longer interested in driving a cab but hopes at an early date to marry a soldier from Nashville and that she merely wanted her record cleared so that her fiance would not be mad at her, and further, in view of the fact that the police record at San Antonio shows that she was arrested on a charge which means that she was a prostitute, it is recommended that the attached letter to SAC Weeks be transmittal. This letter instructs Weeks to talk to her orally as an acknowledgement of the letter and to explain that the Bureau only furnishes information in its records which has been furnished by police agencies and had made no recommendation concerning her driver's permit. Such a letter is attached, if approved.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: April 12, 1951

FROM : H. L. EDWARDS *HLE*SUBJECT: PHYSICAL EXAMINATIONS FOR
SEAT OF GOVERNMENT OFFICIALS

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

I wish to advise you that all of the Seat of Government officials are current in receiving their annual Naval physical examinations with the exception of Mr. R. T. Harbo, L. B. Nichols, A. Rosen, S. J. Tracy, G. A. Nease and J. Sizoo.

With the exception of Mr. Nichols, the other officials just became due in March, 1951 and they are being scheduled as follows:

R. T. Harbo	4/23/51
S. J. Tracy	4/23/51
A. Rosen	4/24/51
J. A. Sizoo	4/24/51
G. A. Nease	4/24/51

Mr. Nichols has not yet been able to get out to Bethesda for his physical examination, for which he is considerably overdue. I checked with him again this morning and he at first stated that he would be able to go out 4/16/51 but he remembered that there were a number of matters coming up that week which would probably prevent him from going. He will endeavor to go sometime during the week of 4/23/51 and I will check with him in this regard for a definite date for that week.

HLE:tck

→ This must not be
longer delayed

✓ 9-1312
ST

Handled -
he went 5/4
TOW

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JOW

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: STANLEY J. TRACY

Where Assigned: IDENTIFICATION DIVISION
(Division) (Section, Unit)

Payroll Title: ASSISTANT DIRECTOR

Rating Period: from APRIL 1, 1950 to MARCH 31, 1951

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

Rated by: CLYDE A. TOLSON ASSOCIATE 3-31-51
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating approved by: _____
Signature Title Date

TYPE OF REPORT

() Official
(X) Annual

() Administrative
() 60-day
() Transfer
() Separation from service
() Special

3/222-211
80
133
3/222-211

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee STANLEY J. TRACY Title ASSISTANT DIRECTOR
Rating Period: from 4-1-50 to 3-31-51

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- | | |
|---|---|
| <input type="checkbox"/> (1) Personal appearance. | <input type="checkbox"/> (17) Firearms ability. |
| <input type="checkbox"/> (2) Personality and effectiveness of his personal contacts. | <input type="checkbox"/> (18) Development of informants and sources of information. |
| <input type="checkbox"/> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <input type="checkbox"/> (19) Reporting ability: |
| <input type="checkbox"/> (4) Physical fitness (including health, energy, stamina). | <input type="checkbox"/> (a) Investigative reports |
| <input type="checkbox"/> (5) Resourcefulness and ingenuity. | <input type="checkbox"/> (b) Summary reports |
| <input type="checkbox"/> (6) Forcefulness and aggressiveness as required. | <input type="checkbox"/> (c) Memos, letters, wires |
| <input type="checkbox"/> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives. | (Consider: <input type="checkbox"/> conciseness; <input type="checkbox"/> clarity; <input type="checkbox"/> organization; <input type="checkbox"/> thoroughness; <input type="checkbox"/> accuracy; <input type="checkbox"/> adequacy and pertinency of leads; <input type="checkbox"/> administrative detail.) |
| <input type="checkbox"/> (8) Initiative and the taking of appropriate action on own responsibility. | <input type="checkbox"/> (20) Performance as a witness. |
| <input type="checkbox"/> (9) Planning ability and its application to the work. | <input type="checkbox"/> (21) Executive ability: |
| <input type="checkbox"/> (10) Accuracy and attention to pertinent detail. | <input type="checkbox"/> (a) Leadership |
| <input type="checkbox"/> (11) Industry, including energetic consistent application to duties. | <input type="checkbox"/> (b) Ability to handle personnel |
| <input type="checkbox"/> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | <input type="checkbox"/> (c) Planning |
| <input type="checkbox"/> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application. | <input type="checkbox"/> (d) Making decisions |
| <input type="checkbox"/> (14) Technical or mechanical skills. | <input type="checkbox"/> (e) Assignment of work |
| <input type="checkbox"/> (15) Investigative ability and results: | <input type="checkbox"/> (f) Training subordinates |
| <input type="checkbox"/> (a) Internal security cases | <input type="checkbox"/> (g) Devising procedures |
| <input type="checkbox"/> (b) Criminal or general investigative cases | <input type="checkbox"/> (h) Emotional stability |
| <input type="checkbox"/> (c) Fugitive cases | <input type="checkbox"/> (i) Promoting high morale |
| <input type="checkbox"/> (d) Applicant cases | <input type="checkbox"/> (j) Getting results |
| <input type="checkbox"/> (e) Accounting cases | <input type="checkbox"/> (22) Ability on raids and dangerous assignments: |
| <input type="checkbox"/> (16) Physical surveillance ability. | <input type="checkbox"/> (a) As leader |
| | <input type="checkbox"/> (b) As participant |
| | <input type="checkbox"/> (23) Organizational interest, such as making of suggestions for improvement. |
| | <input type="checkbox"/> (24) Ability to work under pressure. |
| | <input type="checkbox"/> (25) Miscellaneous. Specify and rate: |
| | _____ |
| | _____ |
| | _____ |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): _____

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): _____

- C. (1) Is employee available for general assignment wherever needs of service require? ☐ (If answer is not 'yes', explain in narrative comments.)
(2) Is employee available for special assignment wherever needs of service require? ☐ (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? ☐ (If so, explain in narrative comments.)

ADJECTIVE RATING : SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: June 23, 1951 ✓

FROM : Mr. S. J. Tracy *edm*

SUBJECT: RETURN TO DUTY

Tolson ✓
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

This memorandum is submitted for information purposes.
 Mr. Tracy, who had a tonsillectomy Monday morning, June 18, 1951,
 advised that he is to return to the doctor for a check-up on
 Monday, June 25, 1951, and expects to return to work the same day.

edm

*Dir's Pers. Note
 Letter to employee
 6-19-51
 mac*

RECORDED 67-31214-290
 SEARCHED _____
 INDEXED _____
 JUN 24 1951
 U.S. DEPT. OF JUSTICE

JUL 6 1951

*noted
 mac*

*TWP
 rpw
 mac*

PX

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. TOLSON
FROM : L. B. NICHOLS
SUBJECT: PRESS INQUIRES
DIRECTOR'S TESTIMONY
SEX DEVIATES

DATE: April 27, 1951

S. J. Tracy
Quinn Tamm

In the Director's testimony before the House Subcommittee on Appropriations, the Director said:

"I might say that since April 1, 1950, to date we have made 406 identifications of individuals who were arrested as sex deviates who were employees of the Federal Government. The information has been supplied to the respective agencies."

Prior to this specific statement, the Director had been talking about the Congressional inquiry in April, 1950, and the plan worked out whereby all persons arrested for sex crimes of any type were to be fingerprinted and their fingerprints sent to the FBI.

The following is the statement appearing in the Budget material which was the basis for the Director's statement:

"20. - SEX DEVIATES IN GOVERNMENT SERVICE

C. - RESULTS

(a) - From April 1, 1950 through January 31,

1951 a total of 406 identifications
of individuals arrested was made
with records containing either a
Civil Service, Loyalty, or Military
fingerprint card.

31222-292

THE 406 IDENTIFICATIONS

REPRESENTED CASES INVOLVING

ARRESTS FOR SEX OFFENSES

COMMITTED PRINCIPALLY WITHIN

THE METROPOLITAN AREA OF

WASHINGTON, D.C.

32 AUG 22 1951

CC: Mr. Glavin
CC: Mr. Tracy LBN:mb

105-12189-329

Memo to Mr. Tolson from Mr. Nichols

April 27, 1951

The Appropriations Hearing were given to the press yesterday for release today. Late yesterday afternoon we began to get inquiries and there were specific inquiries on the figure 406 identifications from the Times-Herald and the Star. The Times-Herald pointed out that the arrest of 406 sex offenders since April proved that McCarthy charges and wanted to verify that these arrests occurred since then.

Mr McGuire took the matter up with me and I told him to get all the facts before responding to the inquiries and let me know. Mr. McGuire first called Mr. Gunsser in Mr. Glavin's Office. Gunsser told McGuire the figures came from the Identification Division and Mr. Gunsser subsequently made available the Budget material which is quoted above along with a memorandum dated November 20th from Mr. R. C. Anderson to Mr. Tracy pointing out that from April 1, through October 30, 1950, 255 identifications of individuals arrested for sex offenses were made with records containing either a Civil Service, Loyalty or Military fingerprint card already in file. Mr. Gunsser stated that later he called the Identification Division and asked that the figure 255 be brought up to date and was given the figure 406 over the telephone. This was not confirmed by memorandum and the memorandum of November 20, 1950, does not set forth full details as to when the arrests took place.

Mr. McGuire then called Mr. Tracy. Mr. Tracy was not in and he talked to Quinn Tamm. Mr. Quinn Tamm told Mr. McGuire that he was not familiar with the specific figure 406 but that the sex deviate program was initiated in April following receipt of information from Roy Blick of the Metropolitan Police Department. Mr. Tamm suggested that Mr. McGuire talk to Supervisor A. B. Fipp in the Security Division who is at the present time handling material of this type.

Mr. McGuire called Fipp who is new on the desk and is not familiar with the figure 406 but got out his old tickler showing the details of checks made on information furnished by Blick. These did not total 406.

Mr. McGuire then talked to Mr. Tracy. Mr. Tracy advised Mr. McGuire of the background of the sex deviate program starting with the information secured from Roy Blick and pointed out that the first report was prepared on April 14, 1950, that a total of 363 identifications against fingerprint cards in the Identification Division had been made of Government employees over a period of 1947 to 1950 and he felt the difference between the figure 363 and 406 could be occasioned by arrests subsequent to April, 1950.

copy js

Memo to Mr. Tolson from Mr. Nichols

April 27, 1951

Mr. McGuire told me of the background at which time I advised the Director and you of the inquiry as to whether the figure 406 included persons arrested prior to April and that the figure 406 included the Blick figures and the arrests had occurred since 1947. The Director instructed that we answer the press inquiries by stating the facts.

Mr. McGuire did call the reporter from the Times-Herald and answered the inquiry along these lines.

Immediately thereafter, Mr. Tracy called Mr. McGuire and told him he had talked to Agent Anderson at his home and Anderson had told Tracy that the figure 406 was arrived at by counting the arrest records of individuals arrested for sex offenses since April of 1950 which were identified with fingerprint cards in the files of the Identification Division reflecting that the person arrested had been fingerprinted by Civil Service for a government job or was identified against a loyalty print or a military print.

When Mr. McGuire received this information, I immediately told him to call the Times-Herald reporter back and state that it would be necessary to check further and that the time being it would not be necessary to make any further comment and suggest that he use the statement as it appeared in the Director's testimony.

The Times-Herald reporter was agreeable; however he asked the following additional questions:

- (1) Where were the arrest made?
- (2) Could we furnish him a breakdown of the Government agencies concerned?

In connection with these additional inquiries, unless advised to the contrary, we will advise the Times-Herald reporter that most of the arrest occurred in Washington and it would not be possible to make a breakdown nor would it be possible to get a breakdown of the Government departments wherein the persons were employed.

Mr. Tracy was advised last evening that it was necessary to secure a complete explanation and documentation of the figure 406 and also an explanation for the misinformation that was furnished Mr. McGuire and which I, in turn, furnished the Director and your and which Mr. McGuire, in turn, furnished the Times-Herald reporter, but, fortunately, the reporter was friendly and we were able to withdraw the statement without any harm to the Bureau. The explanations of Mr. Tracy and Mr. Tamm are attached.

Memo to Mr. Tolson from Mr. Nichols

April 27, 1951

The tabulation show that from April, 1950, through January, 1951, 234 persons arrested for sex offenses were identified with fingerprint cards reflecting that the person arrested was a civilian employee of the government and in 133 instances the fingerprint card in file reflected that the person arrested was in the Army or Air Force and in 41 instances the fingerprint cards in file reflected the person was in the Navy or Marine, making a total of 408.

From February, 1951, through April 26 the total persons arrested for sex offenses, whose fingerprints card are identified with the fingerprint cards of Government employees in file, is now 508. It should be pointed out that the fingerprint card in file reflecting the individual was connected with the Government in some instances goes back several years and there is no way of telling whether the person arrested is still in the Government service.

As an illustration, Mr. Tracy advised me over the phone that Zack Guns, arrested for indecent assault since April of 1950, was identified with a fingerprint received from Civil Service dated May 3, 1943, reflecting Guns' employment as a laborer with PBA. Also, William Lewis Ames, arrested since April, 1950, on the charge of pervert, was identified with an oldset of fingerprints received from the Army which were taken on May 23, 1942.

In connection with the handling of the Sex Deviate Program in the Identification Division, upon receipt of a fingerprint card reflecting an arrest for a sex offense from the Metropolitan area of Washington, D.C., a search of the name of the individual arrested is made through the card index pertaining to both the criminal and the noncriminal files. The fingerprint card is then searched against the fingerprints in the criminal file but is not searched against the fingerprints in the noncriminal file. (Tolson's notation--"Shouldn't this be done? Tracy should bring to Exec. Conf

CONCLUSIONS:

(1) The responsibility for my furnishing the erroneous information to the Director rose out of a series of confused speculations. Mr. McGuire got the call from the press. He first called the Chief Clerk's Office. Mr. Gunsser stated he got the information from Ident and would sent up what he had.

Mr. McGuire then called Quinn Tamm who stated that while he was not familiar with the background and had not heard the figure previously, the Sex Deviate Program had started with the information received from Roy Blick and that possibly this figure was a result of information furnished by Blick.

Memo to Mr. Tolson from Mr. Nichols

April 27. k951

Mr. McGuire then called Fipp, the supervisor in the Security Division, who tried to be helpful but this is new and did not know the background. I do not feel that Fipp is in any way to blame.

Mr. McGuire then called Mr. Tracy who, says he, speculated that the figure 406 included the sex deviates from the Blick report and those subsequently arrested. As a result I feel that Mr. McGuire was justified in coming to the conclusion that 406 figure included the Blick figures. I think that either Mr. Quinn Tamm nor Mr. Tracy should have speculated on this matter.

Mr. Tracy feels that Mr. Quinn Tamm is not responsible nor is Mr. Fipp responsible since he, Mr. Tracy, was the one who last talked to Mr. McGuire. I cannot agree with Mr. Tracy's view on this. Also Quinn Tamm should have undertaken to secure the correct facts and not passed the buck to Fipp. TOLSON "I agree".

When we later learned from Mr. Anderson that Mr. Gunsser in the Chief Clerk's Office had called to bring the figure of 255 sex deviates set forth in the memorandum of November 20, 1950, up to date and was furnished the up-to-date figure of 406 telephonically, we learned them for the first time of the significance of the memorandum of November 20 and its relationship to the figure of 406. This memorandum was furnished by the Identification Division to the Chief Clerk's Office together with the criminal arrest records of the 255 individuals. I think Mr. Gunsser should have advised Mr. McGuire of this fact.

(2) I think the Identification Division should have been more explicit in furnishing information to the Chief Clerk's Office for inclusion in the Budget material so that there would be an unmistakable understanding as to exactly what the figure 406 meant.

Mr. Tracy does not agree with this conclusion since the memorandum of November 20, 1950, states: "From April 1 through October 30, 255 indentifications of individuals arrested were made with record containing either a Civil Service, loyalty or military fingerprint card."

In this connection, I desire to point out that the Blick reports had been injected into the discussion and there is nothing in the memorandum to avoid the conclusion that the Blick figures were or were not included in this and I think the Identification Division memorandum of November 20 was deficient in that it does not specifically set forth that the records and the files in the Identification Division used for the purpose of identifying individuals arrested, in many instances, were several years old and there was no affirmative way of showing that the individual was still in the Government service.

Memo to Mr. Tolson from Mr. Nichols

April 27, 1951

Mr. Tracy disagrees because the individual arrest records were attached to the memorandum of November 20, 1950, showing the actual date of the arrests and of the prior Government employment for the information of the Chief Clerk's Office. These individual records were returned to the Identification Division under date of January 4, 1951, from the Chief Clerk's Office. They are presently being held in the Identification Division.

This observation by Mr. Tracy may apply to the Chief Clerk's Office; however, the fact remains that the memorandum should be complete in itself so that anybody reading it would get the full picture without the necessity of checking through arrest records.

(3) The figure of 406 was used in the Budget data but the tabulation prepared last night shows a total of 408. Mr. Tracy states that this discrepancy could be explained by the fact that two copies of the records may have been enroute from the Typing Section, where they were prepared, and were received on the same day but subsequent to the time the figure 406 was furnished on the telephone by Anderson to Gunsser.

I think that in the future the Chief Clerk's Office should require a memorandum confirming information furnished on the telephone and fully supporting and setting forth exactly how figures are arrived at in detail if they are to be used in the Budget testimony by the Director.

(4) So far as my office is concerned, hereafter I have issued instructions that when questions come up pertaining to information coming from some other Division, my office is not to take the responsibility for tabulation but is to require a specific answer from the Division concerned.

(5) While we have not had additional press inquiries on the figure 406, any others should be answered with a straight no comment and there should be no elaboration.

(6) I think the Identification Division should begin an immediate tabulation of each of the 406 cases, showing where the person was arrested and the nature and date of the fingerprint record in file reflecting Government employment as it is entirely possible that we may have to meet this issue in greater detail later. The Identification Division has already started a tabulation by individual Government agencies.

NOTATIONS: TOLSON "I agree as to Tracy and Quinn Tamm."
DIRECTOR "I concur with Tolson's observations. This was atrociously handled by Tracy and Quinn Tamm."

August 27, 1951

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

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b7c

Dear Sir:

On February 28, 1951, you recommended that [redacted] an employee of the Identification Division, be afforded favorable consideration as an applicant for the position of Special Agent. [redacted] was subsequently interviewed and favorably recommended by another Bureau official. He entered on duty as a Special Agent on June 4, 1951, and his resignation was requested on August 14, 1951, because various officials of the Training and Inspection Division reported that he possessed such obvious personal shortcomings that he would not be able to represent the Bureau effectively before the public.

The interviewing officials of the Training and Inspection Division have pointed out that this man was bashful, reticent, nervous, immature and unimpressive. He has a colorless personality and he displayed a lack of confidence in his own ability.

Your recommendation of this obviously unsatisfactory applicant for the Bureau's service is a matter of grave concern. It is apparent that you were careless in affording this employee a favorable recommendation for promotion to the position of Special Agent. Certainly, an official of your experience should be able to detect the obvious personal shortcomings possessed by this appointee if a thorough and painstaking interview had been conducted. You are advised that a repetition of this failure to perform your duty as an official of the Bureau will bring more serious administrative action in the future.

Very truly yours,

J. Edgar Hoover
Special Agent in Charge

John Edgar Hoover
Director

AUG 27 6 48 PM '51

U.S. DEPT. OF JUSTICE

AUG 27 6 04 PM '51

FBI
U.S. DEPT. OF JUSTICE

TFR:etw

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

CC-270
(1-1-50)

NAME TRACY, Stanley J. AGE 50 YEARS, 7 MONTHS
NATIVITY (state of birth) Utah MARRIED, SINGLE, WIDOWED: M NUMBER OF CHILDREN 3
FAMILY HISTORY Father, deceased, heart failure. Mother, living and well.

HISTORY OF ILLNESS OR INJURY None except decreased hearing left ear. Deviated septum, left.

HEAD AND FACE neg.

EYES: PUPILS (size, shape, reaction to light and distance, etc.) neg.

DISTANT VISION RT. 20/ 15, corrected to 20/

LT. 20/ 20, corrected to 20/

COLOR PERCEPTION Normal AOC 1940

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS neg.

EARS: HEARING RT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH /15'

LT. WHISPERED VOICE impaired CONVERSATIONAL SPEECH /15'

DISEASE OR DEFECTS Neg except for the impaired hearing, left.

NOSE Nasal septal deviation, Mod, no obstruction today.

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES neg.

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS neg.

TEETH AND GUMS (disease or anatomical defect):

MISSING TEETH 1, 3, 4, 5, 7, 8, 13, 14, 15, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32

NONVITAL TEETH none apparent

PERIAPICAL DISEASE none

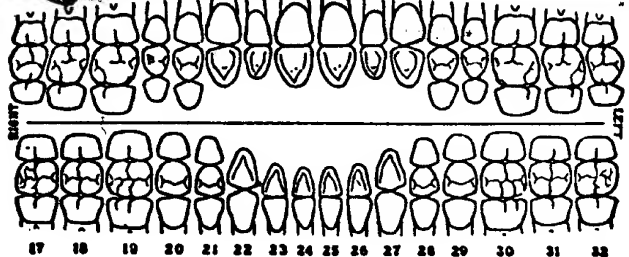
MARKED MALOCCLUSION none

PYORRHEA ALVEOLARIS normal

TEETH REPLACED BY BRIDGES none

DENTURES Max. & Man. partial

REMARKS replacing all missing teeth except 1 & 15



s/Carl E. Housekeeper, Lt., JG, DC, USN
(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE Robust

TEMPERATURE CHEST AT EXPIRATION 34

HEIGHT 68 CHEST AT INSPIRATION 38

WEIGHT 157 CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 33

RECENT GAIN OR LOSS, AMOUNT AND CAUSE neg.

SKIN, HAIR, AND GLANDS neg.

NECK (abnormalities, thyroid gland, trachea, larynx) neg.

SPINE AND EXTREMITIES (bones, joints, muscles, feet) neg.

THORAX (size, shape, movement, rib cage, mediastinum) neg.
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. neg.
Chest x-ray - neg.

CARDIO-VASCULAR SYSTEM neg.
HEART (note all signs of cardiac involvement) neg.
ECG - normal.

PULSE: BEFORE EXERCISE 64 BLOOD PRESSURE: SYSTOLIC 110
AFTER EXERCISE 80 DIASTOLIC 70
THREE MINUTES AFTER 68
CONDITION OF ARTERIES OK CHARACTER OF PULSE OK
CONDITION OF VEINS OK HEMORRHOIDS Neg.

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) Neg.

GENITO-URINARY SYSTEM Neg.
URINALYSIS: SP. GR. 1.007 ALB. neg. SUGAR neg. MICROSCOPICAL neg.
VENEREAL DISEASE neg.

NERVOUS SYSTEM neg. (organic or functional disorders)
ROMBERG neg. INCOORDINATION (gait, speech) neg.
REFLEXES, SUPERFICIAL Neg. DEEP (knee, ankle, elbow) OK TREMORS Neg.
SEROLOGICAL TESTS Neg. BLOOD TYPE B Positive
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) neg.

SMALLPOX VACCINATION: DATE OF LAST VACCINATION _____
TYPHOID PROPHYLAXIS: NUMBER OF COURSES _____
DATE OF LAST COURSE _____
REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE _____

SUMMARY OF DEFECTS (1) Impairment of hearing, mod. (left), NCD. (2) Nasal septal deviation, NCD

CAPABLE OF PERFORMING DUTIES INVOLVING strenuous PHYSICAL EXERTION
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)
(when no is given state cause) _____

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) _____
Ref. to ENT, 8/17/51 Cancel ENT consultation, has had a tonsillectomy recently. Advise recheck in 6 months.

DATE OF EXAMINATION 4/23/51
EMPLOYEE'S INITIALS _____

s/C. F. Park
Cdr (MC) USN
8/17/51

ENT - Staff & Civ. Rx 4/23/51

White man, 50 years, FBI, Impairment of hearing, left, nasal
septal deviation. (cancelled per CFP 8/17/51)
s/C. F. Park

Degree of impairment will be ascertained at the completion
of his work-up at the EENT Department.
initialed/WHN

September 10, 1951

~~PERSONAL AND CONFIDENTIAL~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2012

0
Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tracy:

The Bureau is in receipt of your physical examination report from the United States Naval Hospital, Bethesda, Maryland, which includes reference to the special work performed in your case by the Eye, Nose and Throat Department.

This report reflects that you have a moderate hearing impairment to a whispered voice in the left ear, which was noted on your previous physical examination. It is noted that your ear, nose and throat consultation was cancelled in view of the fact that you recently underwent a tonsillectomy and it is understood that you are to return to the United States Naval Hospital at an elective date for a submucous resection. It is desired that you contact the Administrative Division so that the final arrangements may be completed.

It is also noted that the examining physician recommended that you return in six months for a recheck in the throat clinic, arrangements for which will be made at the United States Naval Hospital, Bethesda, Maryland.

The Board of Examining Physicians reports that you are capable of strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

For your further information, the electrocardiogram afforded you was found to be normal.

Sincerely yours,

John Edgar Hoover
Director

HLE:mfc

RECEIVED
FBI
DEPT. OF JUSTICE

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : *SJT* S. J. Tracy, Assistant Director

SUBJECT: ITINERARY

DATE: 9/10/51

AIRMAIL - SPECIAL DELIVERY

Mr. Tolson	✓
Mr. Ladd	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tamm	✓
Mr. Harbo	✓
Mr. Alden	✓
Mr. Belmont	✓
Mr. Mohr	✓
Mr. Winterrowd	✓
Miss Gandy	✓

Lv San Francisco Tuesday, 9/11/51, 10:26 AM PDT, Oakland Hotel
California Zephyr, Roomette 1, Car CZ-11.

Ar Salt Lake City Wednesday, 9/12/51, 5:20 A.M. MST.

Lv Salt Lake City Friday, 9/14/51, 5:40 AM, MST,
Roomette 10 - Car CZ-11

Ar Chicago Saturday, 9/15/51, 1:30 PM, CST.

Lv Chicago Saturday, 9/15/51 via Capital Limited, 4:00 PM,
CST, Roomette 7 - Car 63

Ar Washington, D. C. Sunday, 9/16/51, 8:30 AM, EST.

While in Chicago and Salt Lake City my address will be
care of FBI Office.

SJT:RJ

ALPHABETICAL

NOT RECORDED
11 SEP 15 1951

64 13 11 SEP 1951

RECEIVED

16100

SEP 13 3 06 PM '51

REC'D - CB

RECEIVED

23 15 1 02 PM '51

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C. J. Tracy
70 SEP 20 1951

RECEIVED

23 11 4 00 PM '51

FEDERAL BUREAU OF INVESTIGATION
COMMUNICATIONS SECTION

AUG 29 1951

TELETYPE

RA

FBI, SAN FRANCISCO

8-29-51

1-10 PM

PC

DIRECTOR, WASHINGTON

URGENT

ASSISTANT DIRECTOR S. J. TRACY ARRIVED SAN FRANCISCO EIGHT FORTY AM
PDST, CARE OFFICE. STOPPING PALACE HOTEL, ~~REXX~~ ROOM SEVEN ONE ZERO
SEVEN, TELEPHONE EXBROOK TWO EIGHT SIX HUNDRED.

KIMBALL

END

4-11PM OK FBI WA RC

ALPHABETICAL

NOT RECORDED

11 SEP 24 1951

Noted in
Comm. Sec.
By *JHE*

53 SEP 27 1951

(20)

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: August 25, 1951

FROM : Mr. S. J. Tracy

SUBJECT: ITINERARY

Pursuant to the instructions from the Bureau, the writer is proceeding to San Francisco so as to arrive August 29, 1951. My itinerary is as follows:

Leave Washington via B.&O., Capitol Limited, Roomette 6, Car 54, 4:30 PM, Standard Time, for Chicago, 8/26/51

Leave Chicago via Chicago, Northwestern, City of San Francisco, Roomette 7, Car 1015, 6:00 PM Standard Time, for San Francisco, 8/27/51

Arrive San Francisco, 8:15 AM, 8/29/51.

While in San Francisco, the writer can be contacted through the San Francisco Office.

cc - Mr. Nichols (sent direct)
Movement (sent direct)
Chief Clerk (sent direct)

SJT:edm

ALPHABETICAL

NOT RECORDED

1 SEP 6 1951

52 SEP 15 1951

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alden _____
Belmont _____
Laughlin _____
Tele. Room _____
Nease _____
Gandy _____

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

0-9a

To: COMMUNICATIONS SECTION.

Transmit the following message to:

AUGUST 28, 1951

DEFERRED

SAC, SAN FRANCISCO

ATTENTION: MR. S. J. TRACY

PER YOUR REQUEST OF MR. ROACH, HOTEL ROOM RESERVED FOR YOU AT
WHITCOMB HOTEL, CIVIC CENTER. CONTACT MR. ROBERT CLARK, STATE
DEPARTMENT SECURITY OFFICER, UPON YOUR ARRIVAL.

HOOVER

edm

edm

8/28/51 rec'd mess unit 11:30 AM dm

Tolson _____
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Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alden _____
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FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

RECEIVED
FBI
U. S. DEPT. OF JUSTICE

RECEIVED READING ROOM
FBI
U. S. DEPT. OF JUSTICE
AUG 28 4 07 PM '51
NOT RECORDED
AUG 30 1951
INITIALED
DIRECTOR'S OFFICE

65 SEP 13 1951 28

SENT VIA

Per

COMMUNICATIONS SECTION

TELETYPE

SAN FRANCISCO 24 FROM WASH DC 28 7-56 PM

SAC.....ATTENTION-- MR. S. J. TRACY..... DEFERRED

PER YOUR REQUEST OF MR. ROACH, HOTEL ROOM RESERVED FOR YOU AT
WHITCOMB HOTEL, CIVIC CENTER. CONTACT MR. ROBERT CLARK, STATE
DEPARTMENT SECURITY OFFICER, UPON YOUR ARRIVWL.

HOOVER

HOLD PLS

CORR LAST WORD LAST LINE SHD BE "ARRIVAL"

SAC, San Francisco

August 15, 1951

Director, FBI

~~PERSONAL AND CONFIDENTIAL~~

JAPANESE PEACE TREATY CONFERENCE
September 4, 1951 - San Francisco

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2012

With reference to the Japanese Peace Treaty Conference scheduled to begin in San Francisco September 4, 1951, you are informed that Assistant Director S. J. Tracy and SAC R. D. Auerbach are being assigned to be at San Francisco in connection with the Conference proceedings.

Assistant Director Tracy, assisted by SAC Auerbach, will maintain liaison with certain officials at the Conference and it will be necessary for them to secure assistance from your office. You are instructed to immediately assign the most capable Special Agent familiar with the activities of the Communist Party in the San Francisco area together with such other Agents as may be necessary in order that the Bureau will be fully informed of the activities of the Communist Party or others inimical to the best interests of the United States in connection with this particular Conference.

Preliminary information should be immediately secured by your office as to the hotel reservations of the various countries represented at the Conference and particular attention should be devoted to securing as much information as possible concerning the representatives of Russia and its satellite member countries in the United Nations. Agents of your office assigned to Communist matters should take whatever steps may be necessary to secure all information pertinent or of interest to the Conference.

Assistant Director Tracy will confer with you in more detail on arrival at San Francisco.

SJT:redn

67-213-1913

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edon

R. A. Auerbach

74
14 OCT 1 1951

✓

W

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE : August 11, 1951

FROM : W. H. CLEGG

SUBJECT :
NEW AGENTS' CLASS #3b(S. J. Tracy)b6
b7c

This trainee has an LL.B. Degree from Atlanta Law School, is a native of Powderly, Alabama, legal residence Washington, D. C., married, veteran. He entered on duty in New Agents' Class on June 4, 1951.

Class Counselor W. H. Naylor advises trainee is of slender build, nice neat appearance, he applies himself, and has proper attitude, however, he wrote the poorest paper in the class on a spot quiz receiving a grade of 70, the class average was 90. He is below average in class. He is also unsure of himself.

SA W. A. Watson advises this trainee has a pleasant but apologetic manner, leaves some things desired in personality, and is not sure of himself. 0 SEP 27 1951

SAC Newby considers him too young, immature and inexperienced, is lacking in confidence, and he has expressed some doubt about his own ability.

Firearms Instructor Leroy Kusch states trainee is nervous and unsure of himself, but finally settled down and fired satisfactory scores.

Inspector K. R. McIntire described the applicant as neat and clean, but lacking in dominating characteristics and decisiveness. He is somewhat colorless and it was not felt that he would make a satisfactory witness.

Inspector E. D. Mason advised he appeared bashful, reticent, nervous, immature and unimpressive. He had a cold for an extensive period of time and an effort was made to develop him, and after his cold was cured he still did not measure up to expectations.

He failed to make a passing grade on the examination of Federal Criminal Procedure, his grade being 73½ and 85 is passing.

WHC:ICS

Messrs. Mason, Rogers and Clegg interviewed this trainee further. He is unable to express himself on his feet. He gets stage fright and he could not express himself clearly in explaining fingerprint classification, while on his feet, although he has been a classifier for several years. It is thus concluded that he would make a poor witness and would probably be very unimpressive on important interviews.

His class is scheduled to go to the field on September 8, but it is believed that all efforts to develop him along the lines of his weakness will continue to be unsuccessful, and it is recommended that his resignation be requested.

RECOMMENDATIONS:

1. That his resignation be requested. However, if he desires, that he be offered an opportunity to return to a clerical position in the Bureau.
2. He was favorably recommended by Assistant Director Tracy, Supervisor T. D. Webb, and Assistant Director Clegg, and it is recommended that these three officials be sent letters of censure.

August 23, 1951

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tracy:

I want to express to you and through you to the Misses Mary Nell Clark, Joan Hoag, Georgia M. Markham, Louise M. Roy, Evelyn H. Rosato, Jane L. Miller, and Patricia Ann Martin the Bureau's appreciation for the interest which prompted them to make their suggestion that music be installed in working areas.

Music was installed in the Identification Division several years ago, and it was found not to be suitable except for the most routine types of work. Employees whose work required concentration found that they could not perform their duties satisfactorily. Furthermore, no funds are available to the Bureau to purchase a service of this type. Consequently, the suggestion of these employees is not being given favorable consideration at this time.

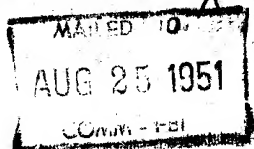
I wish you would personally explain the problem to the employees who so thoughtfully made the suggestion.

Sincerely yours,
J. Edgar Hoover

SJT:edm
cc - Ident Personnel Files of: (sent direct)

Mary Nell Clark
Joan Hoag
Georgia M. Markham
Louise M. Roy
Evelyn H. Rosato
Jane L. Miller
Patricia Ann Martin

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
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Belmont
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Tele. Room
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Gandy



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U.S. DEPT. OF JUSTICE
AUG 30 6 PM '51
164
32 AUG 29 1951

September 12, 1951

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Stanley:

I wanted you to know how deeply I appreciated the splendid manner in which you handled your assignment in San Francisco. From all the reports which I have received it would appear that you did an excellent job.

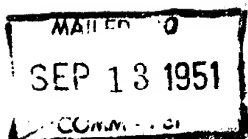
Sincerely yours,

J. Edgar Hoover

J. E. Hoover

LBN:CMC

CMC



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RECEIVED DIRECTOR
U. S. DEPT. OF JUSTICE
SEP 13 3 53 PM '51
FBI

RECEIVED
U. S. DEPT. OF JUSTICE
SEP 13 10 12 AM '51

SEP 13 12 21 PM '51

Prepared by: *JW*
Checked by: *JW*
Filed by: *JW*

October 22, 1951

0
Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Stanley:

I am very happy to advise you that the President has approved this Bureau's Appropriation Bill for the fiscal year 1952 wherein authority was granted for the establishment of certain super-grade positions in the Federal Bureau of Investigation.

31222-297

In conformity with the authority granted to me under the above-mentioned Appropriation Bill I take pleasure in advising you that you are being placed in Grade GS 17 as Assistant Director with salary of \$12,200 per annum, effective October 22, 1951.

29

Sincerely yours,

J. Edgar Hoover

JW:jc

SENT FROM D. O.	
TIME	4:40 PM
DATE	10-22-51
BY	<i>JW</i>

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Gandy _____

11 OCT 25 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *Wm*
 FROM : L. B. Nichols

DATE: September 21, 1961

SUBJECT:

S. J. Tracy

Reference is made to the Director's inquiry concerning the preparation of numerous letters to Bureau employees who assisted in some way with the Japanese Peace Treaty Conference.

Assistant Director Tracy submitted a memorandum on September 18, listing the names of over forty employees in the San Francisco Office who had assignments in connection with the Conference. Mr. Tracy was contacted this morning and advised that he initially felt a letter to each would be in order in view of the fact that everyone was on his toes, most prompt in handling all assignments and particularly alert in protecting the Bureau's interest. He stated that everything went off like clockwork and that he was so impressed with the smoothness of operations that he made the recommendation for letters to everyone. Mr. Tracy added, however, that upon reflection he felt letters to the SAC, ASAC and Special Agent David E. Todd, who was in charge of coordinating activities, would be sufficient in so far as representatives of the San Francisco Office are concerned.

When Mr. Tracy's memorandum of September 18th reached my office, it is felt that a question should have been raised as to whether letters would be written to all. The memorandum was routed to Crime Records and here again it is felt that the question should have been raised and the matter should have been checked with me personally.

There are attached appropriate letters to ASAC Bachman of the San Francisco Office, SAC Abbaticchio, Special Agent David E. Todd, SAC Auerbach of the Richmond Office, and Mr. Tracy. Letter already sent Tracy.

Mr. Jones thoroughly understands now that in the future discretion is to be used in matters such as this and when Mr. McGuire returns I will discuss this matter with him personally. I have also discussed it with Mr. Holloman in order that he might be alert should a situation come to his attention at any time when he is sitting at my desk.

The letter to SAC Abbaticchio is obviously intended as a letter to the office and should take care of any persons who did go beyond the call of duty in handling these assignments.

Attachments

LBN:hnc

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: September 18, 1951

FROM : Mr. E. J. Tracy

BEST COPY AVAILABLE

SUBJECT: JAPCO

There are set out below the names of the Special Agents assigned to the San Francisco Office who participated in the work of the Conference itself. Special Agent David E. Todd was in charge of coordinating the activities. Special Agent Allen Gillies, a Spanish-speaking Agent, was introduced by me to the Minister from Paraguay and he conducted the interviews with the Minister in Spanish.

- ✓ Mr. David E. Todd
- ✓ Mr. Eugene A. Douglas
- ✓ Mr. William A. Cochender
- ✓ Mr. William B. Dillon
- ✓ Mr. Fred B. Ellodge
- ✓ Mr. Roy L. Erickson
- ✓ Mr. C. James Fleming
- ✓ Mr. Richard G. Fletcher
- ✓ Mr. Norman Frye
- ✓ Mr. Allan Gillies
- ✓ Mr. H. Donald Green
- ✓ Mr. Peter J. Hopkins
- ✓ Mr. Wilbert H. Kobo
- ✓ Mr. Paul H. McCormoyor
- ✓ Mr. John T. Kerler
- ✓ Mr. Ralph M. Lindsey
- ✓ Mr. John S. McHugh
- ✓ Mr. James P. Nye
- ✓ Mr. Vernon W. Richmond
- ✓ Mr. David C. Spencer
- ✓ Mr. Richard E. Stephens
- ✓ Mr. Charles H. Tappan
- ✓ Mr. Ervin Tilden, Jr.
- ✓ Mr. Harrie W. Baker

The following agents participated in the handling of transportation and escort services during the Japanese Peace Conference.

- ✓ Mr. Philip G. Bender, Jr.
- ✓ Mr. Raymond J. Brandt
- ✓ Mr. Marvin C. Buchanan
- ✓ Mr. James C. Connors
- ✓ Mr. Joseph D. Dieberson

STT:cm

Handwritten notes and stamps:
 100-806, 806, 806
 9/20/51
 [Stamps and signatures]

67-313-1933

* MAN Doayne L. Eckridge ✓
 * " George P. Galloway ✓
 * " Allen Stettin ✓
 * " Donald Guthrie ✓
 VR# " Howard H. Newbert ✓
 * " Fordyce G. Lyman ✓
 * " Lawrence L. Larnore ✓
 * " E. Ray Miller ✓
 * " Dale F. Horton ✓
 * " Norman M. Stone ✓
 X MAN Dale I. Steops ✓
 X " C. M. Sullivan ✓
 X " Herman H. Sullivan ✓
 X " Wayne H. Webb ✓
 " Leonard Weber ✓
 " John F. Wiltgen ✓
 " William G. Harry ✓

And the following Special Employees:

✓ Cecil J. C. M. LeBlanc ✓
 ✓ Peter Dusenica ✓
 ✓ Haynes C. Finch ✓

In connection with the escort service, George P. Galloway was assigned by me to conduct Senator and Mrs. H. Alexander Smith to the airport for their departure to Washington. On arriving at the airport, it was ascertained that the TWA Flight No. 4 had suddenly been cancelled and TWA had failed to notify the Senator of the cancellation. Senator Smith had previously mentioned to Agent Galloway the offer of transportation by Assistant Secretary of the Army Johnson and the Agent immediately telephonically contacted the office of the Commanding Officer of the Presidio to ascertain the airfield from which Assistant Secretary of the Army Johnson was to depart. Successful contact was made with Assistant Secretary Johnson who was then en route in his plane over Oakland. The plane returned to the field and picked up the Senator and Mrs. Smith. This Agent showed considerable initiative in contacting and locating the plane. Both Senator and Mrs. Smith expressed their deepest appreciation for the courtesies and assistance rendered by the Bureau in this instance. It was subsequently learned that the TWA plane had been cancelled due to motor trouble.

BEST COPY AVAILABLE

It is recommended that letters of commendation be sent to the foregoing.

See 9/20 **ASAC Ralph V. Bachman** was most cooperative and helpful in connection with all matters in the general operation of the office. He is a capable and efficient Assistant Special Agent in Charge. ✓

See 9/20 Stenographic services was available until midnight each day. Although the Congressional delegation did not find occasion for the need of stenographic service, they were on hand for that purpose. The stenographic force typed from recordings a considerable amount of material for Senator Pat McCarran. The Senator and his Administrative Assistant, J. Bourne, expressed their deep appreciation to the writer for the excellent service rendered. Miss Pollyanna Jordan acted as secretary to the writer and was most helpful and efficient. ✓

Mr. Tolson

9/6/51

H. H. Clegg

RESPONSIBILITY FOR PREPARATION OF
MANUALS IN IDENTIFICATION DIVISION

BACKGROUND

Assistant Director S. J. Tracy of the Identification Division has pointed out in a memorandum to the Director dated 8/25/51 that 5 Technical Section employees, [redacted]

[redacted] and [redacted] who recently were censured, have asked that the Director review their cases. They were censured for failing to notify the Bureau that they were engaged in outside employment or business, the business being the operation, as proprietors, of hot dog vending machines.

b6
b7C

MR. TRACY'S VIEWS ON ACTION TAKEN

1. Mr. Tracy pointed out that the employees stated "there was no intent on their part not to follow any Bureau regulations; however, they felt there was confusion and misunderstanding in existing instructions to clerical employees in this regard."
2. Mr. Tracy felt that the memorandum from Mr. H. L. Edwards to Mr. Glavin dated 8/1/51, upon which letters of censure were recommended, "was deficient in not advising the Director of the fact that different instructions are and have been issued to clerks."
3. Mr. Tracy states, "The instructions issued to Agents and stenographers are clear and concise and are easily understood, whereas the language of the instructions given to clerks is not clear and concise."

In support of his position, Mr. Tracy cites the following instructions pertaining to outside employment which appear on page 3 of the Technical Section Manual of the Identification Division.

3 OCT 15 1951

Attachments
BCB:ehw/arg

ORIGINAL FILED IN 67-443-7242

"An employee must obtain permission from the Bureau before accepting any outside employment. The Personnel Office should be consulted to obtain this permission. The Bureau should be notified when an employee's outside employment is discontinued."

The Manual of Rules and Regulations, which Mr. Tracy refers to as the Agents' Manual of Rules and Regulations, has carried a paragraph concerning outside employment since 1930, the pertinent portion of which reads:

"No employee shall engage in other work, employment, occupation, profession, business, or partnership therein without prior authorization of the Bureau;"

This same paragraph appears in the Stenographers' Manual of Rules and Regulations. Mr. Tracy concludes, "there is and has been a difference in instructions issued to clerks at the Seat of Government and the instructions issued to Agents and Stenographers."

WHO IS RESPONSIBLE FOR PREPARATION OF
MANUALS IN IDENTIFICATION DIVISION?

Mr. G. J. Engert, in charge of the Technical Section, has advised that the Technical Section Manual is brought up-to-date under his supervision from time to time, as a sufficient number of changes accumulate to make it worthwhile. The last such revision became effective 9/1/50. Mr. Engert cannot recall when any change has been made in the paragraph on outside employment, because no question has been raised previously on this matter within memory. Mr. Engert, in a memorandum to Mr. Tracy dated 9/4/51, which is attached, states:

"1. In connection with the rule which now appears in the Technical Section manual concerning outside employment, it is not known by the writer when this particular rule was placed in the manual. The various sections in the Identification Division have had manuals dating back for many years.

"2. Specifically, the writer cannot, at this time offer any explanation as to the reason for not changing this rule in the Technical Section manual revision in 1950, in order to make this rule all inclusive as appearing in the Agents manual. It was thought that the rule was adequate and sufficient because it had been in the Technical Section probably for many years."

Mr. Tracy is on annual leave. His comments have therefore not been obtained.

CONCLUSIONS:

1. Mr. G. J. Engert, in charge of Technical Section of Identification Division is immediately responsible for preparation of the Technical Section Manual and was in charge of the latest revision, dated 9/1/50.
2. Mr. Tracy is in charge of the Identification Division and in such capacity has the responsibility for keeping all Identification Division Manuals up-to-date.
3. Although instructions on outside employment do differ slightly in wording, as they appear in the Technical Section Manual, and in the Manual of Rules and Regulations, the meaning is the same. The Training and Inspection Division feels the paragraph pertaining to outside employment on page 3 of the Technical Section Manual adequately covers the situation. However, in view of the attempt of employees to cover their delinquencies through a novel interpretation, with which Mr. Tracy apparently agrees, the all-inclusive wording in the Manual of Rules and Regulations should be incorporated into the Technical Section Manual.

RECOMMENDATIONS:

1. The Training and Inspection Division would ordinarily recommend a letter of censure for Mr. Tracy for his apparent failure to take steps to correct a manual which he criticizes as being inadequate but for which

he is responsible. Since Mr. Tracy is on leave and has not had an opportunity to offer an explanation, it is suggested that the Administrative Division likewise withhold its recommendation on this matter until Mr. Tracy's explanation is obtained.

2. In order to preclude a recurrence of this same question it is recommended that the same wording now appearing in the Manual of Rules and Regulations be incorporated in form 3-29 for new clerks, in the Technical Section Manual, and in all other manuals in which reference is made to outside employment.
3. No Administrative action is recommended as to Mr. Engert, since it is the conclusion of the Training and Inspection Division that the paragraph pertaining to outside employment, as it appears in the last revision of the Technical Section Manual, for which Mr. Engert was immediately responsible, covered the situation from a practical standpoint.

TRACY S J

|15| 1|F U | 1| AUG 51|

DATE _____

PRINTED BY THE STANDARD REGISTER CO., DAYTON 1, OHIO, U. S. A.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: October 25, 1951

FROM : Mr. S. J. Tracy

SUBJECT: TICKLER - STATUS OF POSITION OF PERSONNEL ASSISTANT

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Winterrowd _____
 Tele. Room _____
 Nease _____
 Gandy _____

The Director noted, "I still can't understand why it has taken from September 29 to October 22 for me to get a response and even then the matter is still pending."

I have no excuses for the failure to advise the Director promptly that the matter had been taken up in the Executives Conference and assigned to a subcommittee for study. During the period in question, Mr. Glavin and Mr. Clegg, members of the subcommittee, were very frequently absent from their offices and meetings of the Executives Conference in connection with Bureau war plans and other matters and the writer postponed bringing it up from time to time until the full subcommittee was present. However, it was presented to the Conference on October 24, 1951, and an Executives Conference memorandum submitted.

Such delays will be carefully avoided in the future.

SJT:edmlm


67-21 298
 RECORDED-25
 OCT 28 1951
 [Signature]

29 NOV 2 1951

U. S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION
WASHINGTON 25, D. C.STANDARD FORM 50
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946FORM APPROVED
BUDGET BUREAU NO. 50-R064Prepared by:
Checked by:
Filed by:

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. - MISS - MRS. - FIRST - MIDDLE INITIAL - LAST) MR. STANLEY J. TRACY		2. DATE OF BIRTH 9-11-1900	3. JOURNAL OR ACTION NO. F. B. I. 10447	4. DATE 10-22-51
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION		6. EFFECTIVE DATE 10-22-51	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A Part 6.109 (5)	
FROM		TO		
Assistant Director GS 15 step 454 \$11,000 per annum Division One Identification Division D. C.		Assistant Director GS 17 \$12,200 per annum Same Same Same Same		
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE <input type="checkbox"/> 5 PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> WWII <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> DISAB. <input type="checkbox"/> WIFE <input type="checkbox"/> WIDOW <input type="checkbox"/>		NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL. <input type="checkbox"/>		
15. SEX <input checked="" type="checkbox"/>	16. RACE <input checked="" type="checkbox"/>	17. APPROPRIATION S. & E., FBI FROM: TO:	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) yes	19. DATE OF OATH (ACCESSIONS ONLY)
		same		Maryland
REMARKS				
This action is pursuant to Public Law #183 approved 10-22-51, 1st Session, 82nd Congress. Also refer to Senate Report #697 dated 8-21-51 accompanying H. R. 4740. The provisions of the Veterans' Preference Act of 1944 and/or the Selective Service Extension Act of 1950 have been complied with.				
SIGNATURE OR OTHER AUTHENTICATION  1951				

8. FILE

TRACY S J

$$|15| \quad 1|F' \cup \quad | \quad 1| \quad \cup C T \quad 51|$$

NAME _____

GR.	TITLE	SECTION	SHIFT
-----	-------	---------	-------

DATE _____

COMMENTS BY IMMEDIATE SUPERVISOR

9 NOV 21 1951

I. S. RATING

FINAL RATING

SIGNATURE OF IMMEDIATE SUPERVISOR

PRINTED BY THE STANDARD REGISTER CO., DAYTON 1, OHIO, U. S. A.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: November 8, 1951 ✓

FROM : Mr. S. J. Tracy ✓

SUBJECT: ITINERARY

This is to advise that the writer is departing from Washington, D. C., at 11:00 AM, Friday, November 9, 1951, via Pennsylvania Railroad, Seat 5, Car 302, for New York City in accordance with instructions. While in New York, I will be staying at the Belmont Plaza Hotel.

I expect to return to Washington Saturday afternoon, November 10, 1951.

cc - Movement Section (sent direct) ✓
Switchboard (sent direct)

SJT:edm

Tolson ✓
Ladd ✓
Clegg ✓
Glavin ✓
Nichols ✓
Rosen ✓
Tracy ✓
Harbo ✓
Alden ✓
Belmont ✓
Laughlin ✓
Mohr ✓
Tele. Room ✓
Nease ✓
Gandy ✓

ALPHABETICAL

NOT RECORDED
20 NOV 20 1951

28 F108
62 NOV 26 1951

P-10

5229
10/25

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

November 8, 1951

I certify that I have received the following
Government property for official use:

Colt

12 Official Police Revolvers with adapters

685850 ✓

638372 ✓

694636 ✓

689293 ✓

680722 ✓

681796 ✓

633217 ✓

649836 ✓

723030 ✓

610056 ✓

692462 ✓

702042 ✓

ALPHABETICAL

NOT RECORDED
10 NOV 28 1951

12 hip holsters for Colt Revolver

These are to be added to the Identification General
Inventory with S. J. Tracy
directly responsible for the
security of these firearms.

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking
care of it and returning it when its use has been
completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT
IN ANY WAY.

file
3/24/52
Lol39
28
DEC 3 1951

Very truly yours,
S. J. Tracy, SA

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nease

FROM : Louis R. Wherry, Jr. (LEW/vn)

SUBJECT: Arrival of Assistant Director

DATE: November 12, 1951

Mr. Tolson	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Belmont	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Laughlin	_____
Mr. Mohr	_____
Tele. Room	_____
Mr. Nease	_____
Miss Gandy	_____

Assistant Director Stanley J. Tracy arrived in Washington, D. C. at 9:07 P. M. November 10, 1951. He can be reached at his residence.

ALPHABETICAL

NOT RECORDED
24 NOV 16 1951

28 #23
76 NOV 28 1951 FV17

CRIME REC.

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

October 27, 1951

a
I certify that I have ^{returned}~~received~~ the following

Government property for official use:

Justice Building Pass #524

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

ALPHABETICAL

18 OCT 31 1951

FILE
WRG
878

Very truly yours,

S. J. Trow

Assistant Director
~~Special Agent~~

28
63 NOV 2 1951

TRACY S J

15

$$I|F \cup$$

2

SEP 51

NAME _____

GR.

TITLE

SECTION

SHIFT

DATE _____

[illegible]

COMMENTS BY IMMEDIATE SUPERVISOR.

~~74 OCT 27 1951~~

I. S. RATING

FINAL RATING

SIGNATURE OF IMMEDIATE SUPERVISOR

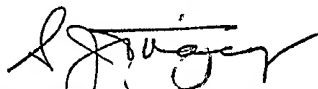
January 2, 1952

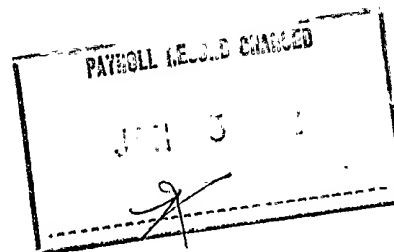
Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

It is requested that the tax withholdings
from my salary be increased \$130 per annum, i.e.
\$5.00 per pay period, over and above the amount
determined by my exemptions.

Respectfully,


Stanley J. Tracy



Noted in payroll office
1-3-52
[Signature]

31 - 299

3-1/2

89 JAN 9 1952

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. ~~X~~TRACY *MC*
 FROM : Quinn ~~X~~Tamm *EW*
 SUBJECT: ERRONEOUS IDENTIFICATIONS

DATE: December 13, 1951

The present Bureau policy with regard to erroneous identifications provides that a searcher in the Technical Section who makes an erroneous identification receive a letter of censure. At the time of a second erroneous identification, the searcher automatically receives a five day suspension. In the case of a third missed identification, consideration is given to the removal of the employee from fingerprint work and demoting him in salary.

Because of the large volume of identifications presently being handled in the Identification Division and because of the fact that a high percentage of these identifications are effected in Card Index, the Identification Division has had in effect for a considerable period of time, a squad of Grade 5 fingerprint employees assigned to the Assembly Section who handle nothing but identifications which have been made by name in the Card Index Section. This so-called "ident squad" is set up in order to bypass the fingerprint search in the Technical Section and expedite the answer. Employees assigned to this work handle an average of 280 identifications a day, or 1400 identifications a week, approximately 70,000 a year. This consists of identifying the current fingerprint card with the top fingerprint card in the jacket without a technical search. The identification is then verified by the Assembly Verifiers. In contrast to this type of identification work, which is the original identification made of the two sets of fingerprints, a fingerprint searcher on the cabinets handles the normal daily routine work and will not make an average of more than 12 identifications a day or 60 a week. From these figures, it is obvious that the casualty return on erroneous identifications could be extremely high on the ident squad because of the number of identifications handled during the course of a week. It is, therefore, recommended that consideration be given to a change in the erroneous identification penalties.

RECOMMENDATION:

1. That the same penalty system pertaining to erroneous identifications which is now in effect, remain in effect for the cabinet searchers.

2. That those employees who are handling straight identification work on the ident squad

QT/jl

443-7351

Handwritten signatures and initials:
 [Signature]
 [Signature]
 [Signature]

MEMORANDUM TO MR. TRACY
From Quinn Tamm
RE: ERRONEOUS IDENTIFICATIONS

December 13, 1951

in Assembly receive a letter of censure when they make their third erroneous identification within a calendar year. That upon the commission of a fourth error of this type they be removed from this type of fingerprint work which is Grade 5, and be reduced to Grade 4 and assigned to straight cabinet searching.

3. That the same penalty system which is in effect at the present time continue to apply to the Assembly Verifiers.

TRACY S J

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GR.	TITLE	SECTION	SHIFT

NAME

GR.

TITLE

SECTION

SHIF

DATE _____

I. S. RATING

FINAL RATING

SIGNATURE OF IMMEDIATE SUPERVISOR

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NOV 51

NAME _____

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TITLE

SECTION

SHIFT

DATE _____

I. S. RATING

FINAL RATING

SIGNATURE OF IMMEDIATE SUPERVISOR

May 10, 1952

~~PERSONAL AND CONFIDENTIAL~~

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2012

Dear Mr. Tracy:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on April 3, 1952.

This report reflects that you have a left septal deviation and impaired hearing in the left ear, in which connection you were afforded an Eye, Ear, Nose and Throat consultation. The examining physician stated that your impaired hearing is purely perceptive (resulting from an impairment or abnormality of the functioning of a portion of the auditory nerve cells) and would not be improved by a submucous resection; however, the obstruction on the left would be relieved. The examiner advised that a submucous resection would be performed if you so desire. You should advise the Personnel Office of the date you wish to undergo this operation in order that the necessary arrangements may be made.

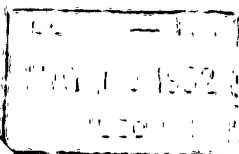
For your information, the electrocardiogram afforded you in this connection was found to be normal.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

John Edgar Hoover
Director

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alden _____
Belmont _____



JVE: jlr

RECEIVED
MAY 12 10 30 AM '52
300
SECTION

TRACY S J	17	001	F O	1	MAR 1952
NAME	GR.	TITLE	SECTION	SHIFT	DATE

COMMENTS BY IMMEDIATE SUPERVISOR _____

APR 21 1952

I. S. RATING

FINAL RATING

SIGNATURE OF IMMEDIATE SUPERVISOR



RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

3-22-52

I certify that I have received the following

Government property for official use:

NEW TECHNICAL SECTION MANUAL # 1

(OLD TECHNICAL SECTION MANUAL # 223 RETURNED AND DESTROYED,
3-22-52)

ALPHABETICAL

FILE

PER

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

S. J. Tracy
S. J. Tracy

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

February 28, 1952

returned
I certify that I have ~~received~~ the following
Government property for official use:
SFPS Manual #27.

ALPHABETICAL

NOT RECORDED
17 APR 11 1952

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE
WRG

PER. *Per*

Very truly yours, *W. H. ...*

Stanley J. Tracy
Stanley J. Tracy

SA

21
APR 15 1952
Per

4256

9H
RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

February 28, 1952

I certify that I have received the following
Government property for official use:

1 SFPS Manual of Instructions, #17.

ALPHABETICAL

NOT RECORDED

17 APR 11 1952

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE
WRG
PER *PSS*

4256
APR 15 1952
[Signature]

Very truly yours,

S. J. Tracy
Stanley J. Tracy

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *V.m*

DATE: 2/5/52

FROM : H. H. Clegg *HSC*SUBJECT: ERRONEOUS IDENTIFICATIONS
"IDENT SQUAD"0
IDENT. DIVISION

In accordance with the Director's instructions, I had Inspector J. A. Sizoo inquire into the matter of the penalty system for Identification Division personnel assigned to the "Ident Squad."

PROBLEM:

S.J. X Tracy
Quinn X Clegg

In the attached Executives Conference memorandum dated 1/24/52, Mr. Tracy recommends a change in the manner in which employees of the "Ident Squad" are penalized in the event of erroneous identifications. The penalty system now in effect is: (a) the first error results in a letter of censure; (b) a second error within one year results in five days' suspension; and (c) the third error results in removal of the employee from fingerprint work or other severe administrative action, depending on the facts. Mr. Tracy recommends: (a) no action on the first two errors; (b) a letter of censure on the third error; and (c) removal from the "Ident Squad" and demotion to Grade GS-4 fingerprint work on the fourth error. The penalty system with reference to "missed ids," as distinguished from "erroneous ids" is not at issue and is not discussed herein.

"IDENT SQUAD"

The "Ident Squad" is composed of approximately 8 GS-5 special searchers. When an incoming print is tentatively identified in card index on the basis of name, with a previous fingerprint record of an individual having an FBI number and jacket, the incoming print, together with the jacket, is sent to the "Ident Squad" for technical comparison. If the tentative idet is made with a previous arrest of an individual having only one prior fingerprint card, the current card is sent to the Technical Section for comparison with the master by a regular cabinet searcher. Assignment of employees to the "Ident Squad" is on a rotation basis, 1 month at a time. When not assigned to this squad, they are engaged in Grade 5 special searching in the cabinets. Assignment to this squad for most of the special searchers, which now number approximately 87, will occur about twice a year. This squad was created about 2 months ago. Each employee handles an average of slightly more than 300 fingerprint jackets each day.

67-443-7350

JAB:EHW

2/11/52 7/11/52

3/11/52

Approximately 20 a day are found to be not ident. The balance of approximately 280 are identified by the "Ident Squad" employee and sent to the Assembly Verifiers for a final check. Since each comparison is a probable ident, based on the name and other information appearing on the index card, and a large number of special comparisons are made in a day, a great concentration by the employee is necessary. The errors which occurred from time to time are not caused by the lack of technical skill of the employee but by momentary distractions, momentary mental lapse or carelessness. Four erroneous idents have occurred since this squad was created 2 months ago. While figures are not available, it was stated that more errors were caught by Assembly Verifiers when these comparisons were made at the cabinets. Until 2 months ago, probable idents of this type were sent to the cabinets by Card Index and the comparison was made at the cabinets. At that time approximately 100 idents per GS-5 employee were made each day.

POSSIBLE GAIN

The relaxation of the penalty rule against employees assigned to the "Ident Squad" may result in: (1) increased production; (2) improved morale and (3) possible reduction in loss of personnel. In discussing this problem with Identification Division personnel, including 3 employees now assigned to the "Ident Squad," the opinion was expressed that the suggested change will result in increased production. One of the employees assigned to this work differed, however, stating that he doubted if his production would be affected. It was also stated that this change would result in improved morale; that some employees felt the penalties for the second and third errors were severe. All agreed there was no excuse from a technical point of view for the error and that such errors were of a serious character. It was the general feeling that the third error automatically resulted in the removal of the employee from fingerprint work. This results in the employee's assignment to Grade GS-3 clerical work or a reduction of 2 grades. This was cited as severe on a man who might have established a good record for accuracy over a period of many months or even years subsequent to his second error. In this connection, it might be stated that the pertinent portion of the Technical Manual reads: "For the third erroneous identification, consideration will be given for removing the employee from fingerprint work or severe administrative action will be taken, depending upon

"the facts and circumstances of the erroneous identification." It is believed that this language allows for the retention of an employee in fingerprint work, if this would best serve the Bureau's interest.

POSSIBLE LOSS

Mr. Tracy feels that the Bureau has something to gain and nothing to lose by this change in procedure. He pointed out that the Assembly Verifier stands behind the identifications of the "Ident Squad" as well as those of the regular cabinet searchers. He feels that the Assembly Verifiers should continue under the present penalty as should also the regular cabinet searchers. It is believed that this change might result in: (1) slowing up the work of the Assembly Verifiers (they may feel they must give more attention to each ident. Assembly Verifiers now handle approximately 1,000 identifications per day each); or (2) the creation of possible inequity between penalties against "Ident Squad" personnel and regular cabinet searchers; and (3) the greater possibility of error.

DIFFERENCE BETWEEN "IDENT SQUAD" AND REGULAR CABINET SEARCHERS

No change has been recommended as to the manner in which regular cabinet searchers are penalized in the event of an erroneous identification. Mr. Tracy feels that the "greater volume of identifications made by the "Ident Squad" (280 per employee per day, as compared to 12 per regular searcher per day) justifies a material relaxation of the penalty system as applied to the "Ident Squad." There is a greater possibility of error based on volume alone. Furthermore, the making of identifications by the "Ident Squad" is a regular routine thing, 35 per hour or approximately 1 every half minute. The regular searchers make approximately 12 per day. Because they are less infrequent, Mr. Tracy feels the possibility of an error is less. It should also be pointed out, however, that the "Ident Squad" employees are in GS-5 while regular searchers are GS-4. The GS-5 employees are assigned to the "Ident Squad" only 2 months out of 12 on the average. These are the employees who are attempting to qualify for the GS-6 Assembly Verifier positions.

CONCLUSION:

It is not believed a material difference in penalties should be made between the "Ident Squad" and regular searchers. The error is equally serious. The responsibilities of the "Ident Squad" are greater and this is taken care of by an increase in one grade.

The next regular inspection will include a study of the adequacy of the entire penalty system.

RECOMMENDATION:

That no change be made in the penalty system of the "Ident Squad" at this time.

I certainly agree
[Signature]

[Signature]

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

1-10-52

I certify that I have received the following Government property for official use:

~~returned~~

SUPERVISOR'S MANUAL # 10

(issued Jan. 2, 1952)

RETURNED

SUPERVISOR'S MANUAL # 10 ✓

(issued Aug. 21, 1950)

ALPHABETICAL

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE

WRG

PER EB

Very truly yours,

S. J. Tracy
S. J. Tracy m

6270 21 MAR 10 1952

FBI - IDENTIFICATION DIVISION - PRODUCTION RECORD

TRACY S J

17 001

F 0

1

FEB 1952

NAME

GR.

TITLE

SECTION

SHIFT

DATE

JOB #	JOB DESCRIPTION	UNITS	TIME	AVERAGE
995	SUPERVISION		158 00	
997	ANNUAL LEAVE		2 00	

UNITS PER HOUR	ERRORS	% ERROR	NET UNITS

PRO- DUCTION	ACCURACY	OBSER- VATION	DEPEND- ABILITY	INDUSTRY	TECHNICAL SKILL	ATT'N TO DETAILS	ATTITUDE TOWARD WORK	COOPER- ATION

COMMENTS BY IMMEDIATE SUPERVISOR

14 MAR 18 1952

I. S. RATING

FINAL RATING

SIGNATURE OF IMMEDIATE SUPERVISOR

[Handwritten signature]

TRACY S J	17	01	F O	1	JAN 1952
NAME	GR.	TITLE	SECTION	SHIFT	DATE

SIGNATURE OF IMMEDIATE SUPERVISOR

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: STANLEY J. TRACY

Where Assigned: IDENTIFICATION DIVISION
(Division) (Section, Unit)

Payroll Title: ASSISTANT DIRECTOR

Rating Period: from 4/1/51 to 3/31/52

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

Rated by: Clyde A. Tolson ASSOCIATE 3/31/52
CLYDE A. TOLSON DIRECTOR Date
Signature Title

Reviewed by: _____
Signature Title Date

Rating approved by: W. R. Glavin Assistant Director JUN 3 1952
W. R. Glavin Federal Bureau of Investigation Date
Signature Title

TYPE OF REPORT

(☒) Official
(☒) Annual

() Administrative
() 60-day
() Transfer
() Separation from service
() Special

11 JUN 10 1952

88 JUL 1 1952

117

41391B
RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

CC-270
(1-1-50)

NAME TRACY, Stanley J. AGE 51 YEARS, 7 MONTHS
NATIVITY (state of birth) Utah MARRIED, SINGLE, WIDOWED: M NUMBER OF CHILDREN 3
FAMILY HISTORY Father - deceased - heart diseases. Mother - living and well.

HISTORY OF ILLNESS OR INJURY U.C.D., decreased hearing, left ear.
Tonsillectomy, 1951, deviated septum, left.

HEAD AND FACE N
EYES: PUPILS (size, shape, reaction to light and distance, etc.) N

DISTANT VISION RT. 20/ 20, corrected to 20/
LT. 20/ 20, corrected to 20/

COLOR PERCEPTION Normal AOC 1940
(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS No

EARS: HEARING RT. WHISPERED VOICE /15' CONVERSATIONAL SPEECH /15'
LT. WHISPERED VOICE /15' CONVERSATIONAL SPEECH /15'

DISEASE OR DEFECTS Impaired hearing, left ear.

NOSE Deviated septum, left.

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES N

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS N

TEETH AND GUMS (disease or anatomical defect):

MISSING TEETH 1, 3, 4, 5, 7, 8, 13, 14, 15, 17, 19, 20, 21, 29, 30

NONVITAL TEETH

PERIAPICAL DISEASE

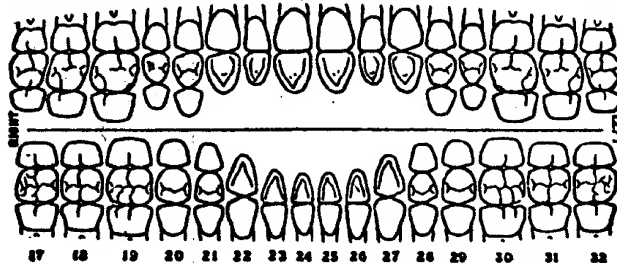
MARKED MALOCCLUSION

PYORRHEA ALVEOLARIS

TEETH REPLACED BY BRIDGES

DENTURES D.P. max. & D.P. Man.

REMARKS



s/S. A. Grady, Cdr, DC, USN
(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE Medium

TEMPERATURE N

HEIGHT 5 ft 7 3/4 in

WEIGHT 154

CHEST AT EXPIRATION 36

CHEST AT INSPIRATION 40 1/2

CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 54 3/4

RECENT GAIN OR LOSS, AMOUNT AND CAUSE No

SKIN, HAIR, AND GLANDS

NECK (thyroid gland, trachea, larynx) N

SPINE AND EXTREMITIES (bones, joints, muscles, feet) N

THORAX (size, shape, movement, rib cage, mediastinum) N
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. N
X ray N - 26845 C

CARDIO-VASCULAR SYSTEM N
HEART (note all signs of cardiac involvement) N
ECG - normal

PULSE: BEFORE EXERCISE 72 BLOOD PRESSURE: SYSTOLIC 120
AFTER EXERCISE 82 DIASTOLIC 68
THREE MINUTES AFTER 72
CONDITION OF ARTERIES good CHARACTER OF PULSE regular
CONDITION OF VEINS good HEMORRHOIDS No

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) N

GENITO-URINARY SYSTEM N
URINALYSIS: SP. GR. 1.010 ALB. N SUGAR N MICROSCOPICAL N
VENEREAL DISEASE No

NERVOUS SYSTEM N
(organic or functional disorders)
ROMBERG N INCOORDINATION (gait, speech) N
REFLEXES, SUPERFICIAL N DEEP (knee, ankle, elbow) N TREMORS No
SEROLOGICAL TESTS KAH N - negative BLOOD TYPE B positive
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) No

SMALLPOX VACCINATION: DATE OF LAST VACCINATION _____
TYPHOID PROPHYLAXIS: NUMBER OF COURSES _____
DATE OF LAST COURSE _____

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE _____

SUMMARY OF DEFECTS Deviated septum, impaired hearing, left ear.

CAPABLE OF PERFORMING DUTIES INVOLVING strenuous PHYSICAL EXERTION
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)
(when no is given state cause) _____

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) _____
ENT consult, see consult attached.

Hearing - Unilateral perceptive deafness

DATE OF EXAMINATION 4/3/52
EMPLOYEE'S INITIALS _____

s/H. E. Taylor, Ltn jg
24 April 1952

TRACY, Stanley J.

E.E.N.T. - 3 April 1952

"Deviated septum, left.
Impaired hearing, left ear.
Patient returns for S.M.R."
s/H. E. Taylor

4/3/52 -

"Impaired hearing purely perceptive. Will
not be improved by S.M.R. However, there
is approximately 70% obstruction on the
left and this will be relieved.

"Admit for S.M.R. if patient desires."
s/R. H. Elliott

C O P Y

*Let sent 5.8.52
J. H. J.
reunited 5.10.52
G. H. J.*

67-31222-301

*3
H. J.*



United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.



Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Mrs. Margaret Q. Tracy Relationship Wife Date 4/11/52

Address 4800 College Avenue, College Park, Maryland

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name Mrs. Margaret Q. Tracy Relationship Wife Date 4/11/52

Address 4800 College Avenue, College Park, Maryland

Very truly yours,

Stanley Tracy
Special Agent

APR 15 1952

65 APR 18 1952

3/8

FEDERAL BUREAU OF INVESTIGATION

1-121

Date 5-27, 1952BUREAUDirector, 5633Mr. Tolson, 5744Mr. Ladd, 5736Mr. Nichols, 5640Mr. Clegg, 5256Mr. Glavin, 5517Mr. Belmont, 1742Mr. Harbo, 7625Mr. Rosen, 5706Miss Gandy, 5633Mr. Holloman, 5633Mr. Mohr, 5744Mr. Callahan, 5517Mr. H. L. Edwards, 4519Mr. McGuire, 5640Chief Clerk, 5517Records Section 7235Personnel Records, 6631Reading Room, 5531

Room _____

Please File SpecialPlease HandlePlease Note and ReturnPer CallPlease InitialIDENTIFICATION DIVISIONMr. Tracy, 4130Mr. Q. Tamm, 4131Mr. Anderson, 6133Mr. Engert, 4207Mr. Hodgins, 6137Mr. Hottel, 6301Mr. Creighton, 4133Mr. Blase, 2208Mrs. Colliflower, 5206Miss Dawson, 1310Mr. Deiss, 6306Miss LoMedico, 6137Mrs. McNeely, 6133Mr. Page, 6302Mr. Row, 6219Mrs. Sisson, 6207ACorrespondence, 4127Mail Room 1301AMessengers, 4101Steno Pool, 4125Tech., 3139

Room _____

Mrs. MetcalfMrs. OchsSee Me, PleasePlease Call MeMr. TolsonMr. LaddMr. NicholsMr. BelmontMr. CleggMr. GlavinMr. HarboMr. RosenMr. TracyMr. LaughlinMr. MohrTele. RoomMr. HollomanMiss Gandy

RECORDED 17

S. J. Tracy, Ident Div., Bldg., Ext 2233

GENERAL ALUMNI ASSOCIATION
THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, D. C.

OFFICE OF THE PRESIDENT

May 22, 1952

Mr. Stanley J. Tracy *STJ*
4800 College Avenue
College Park, Maryland

Dear Mr. Tracy:

You will be pleased to know that in the recent balloting for Officers of the General Alumni Association you were elected Vice President, representing the Law School.

Our genuine thanks for your consent to run on this year's ballot.

Faithfully,

Elmer Louis Kayser
Elmer Louis Kayser

ELK/mas

*let to Mr. Tracy
5/28/52
TEB*

1
~~20 JUN 5 1952~~

17-31222-303

4TEB

ENCLOSURE

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

May 17, 1952

I certify that I have ~~received~~ ^{returned} the following
Government property for official use:

Recording Section Manual #24

ALPHABETICAL

NOT RECORDED
5 JUN 9 1952

READ!

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care of
it and returning it when its use has been completed. DO NOT
MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

64 JUN 12 1952

FILE

WFG

FEB.

ALPHABETICAL

Very truly yours,

S. J. Tracy
S. J. Tracy *edm*

May 28, 1952

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Stanley:

Please accept my most hearty personal
congratulations upon your election as Vice Presi-
dent of the General Alumni Association of The
George Washington University, representing the
Law School.

You are indeed to be commended on the
confidence which has thus been expressed in you
by your fellow graduates. The recognition which
you have received must give you a great deal of
personal pride.

Sincerely,

J. Edgar Hoover

NOTE: Salutation per Reading Room.

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

TEB:jjs

MAY 28 1952

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 7/8/52

FROM : J. P. MOHR

SUBJECT:

Tolson ✓
Ladd ✓
Nichols ✓
Belmont ✓
Clegg ✓
Glavin ✓
Harbo ✓
Rosen ✓
Tracy ✓
Laughlin ✓
Tele. Rm. ✓
Holloman ✓
Gandy ✓

In accordance with the Director's instructions, I con-
tacted Mr. Tracy by telephone yesterday evening at Syracuse,
New York and advised him that the Director was desirous of his
immediately returning to Washington and the Director had in-
structed that all leave for top officials in the Identification
Division had been cancelled.

I asked Mr. Tracy if he knew he had been placed on probation
as a result of the inspection of the Identification Division and he
told me he did not. He was also informed that he was being re-
quested to return to active duty in view of the delinquency exist-
ing in the Identification Division, particularly in the applicant
fingerprint category.

Mr. Tracy was reached in care of Mr. William J. During of
the Precision Castings Company in Syracuse, New York and Mr. Tracy
advised that he was driving his personally-owned car, that he would
leave Syracuse the first thing Tuesday morning, July 8, 1952, and
he would arrive at his office by noon on Wednesday, July 9, 1952.

Mr. Quinn Tamm was also advised of the Director's comments
on the attached memorandum and particularly that all leave for top
executives in the Identification Division had been cancelled. Mr.
Tamm stated there were no other officials of the Identification
Division on annual leave at the present time.

The foregoing is submitted for your information.

JPM:DW

*Officials of Bureau
should keep in touch with
their offices even though
they may be on vacation.*

RECORDED - 41

67-3122-305

12 JUL 10 1952

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *VHS*
 FROM : Mr. S. J. Tracy *ST*
 SUBJECT: CANCELLATION OF ANNUAL LEAVE

DATE: July 9, 1952

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Alden _____
 Belmont _____
 Laughlin _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

This is to advise the writer was scheduled for annual leave beginning at 8:00 AM, June 23, 1952, and ending at 4:30 PM, July 11, 1952. Inasmuch as the writer returned to work at 2:30 PM, July 9, 1952, it is requested that the records be adjusted to reflect the cancellation of leave from 2:30 PM, July 9, 1952, through 4:30 PM, July 11, 1952.

cc - Ident. Leave Clerks (sent direct)

SJT:edm

edm
atcl

W. J. Sullivan
July 9
atcl
PM

89 JUL 21 1952 *144*

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. TOLSON
FROM : Mr. Quinn Tamm
SUBJECT: DELINQUENCY
IDENTIFICATION DIVISION

DATE: July 3, 1952

Reference is made to the Director's notation contained on my memorandum of June 30, 1952, concerning the delinquency of applicant fingerprint cards in the Identification Division. In conformance with your instructions, there is set out herewith the delinquency with regard to each type of fingerprint card handled in the Identification Division.

For your information, fingerprint cards are counted as delinquent in the Identification Division if they are not out by the close of business the third day after receipt.

Category No. 1

Criminal fingerprint cards from Bureau Field Divisions,
U. S. Marshals, Washington, D. C., Police;
Deceased
Amnesia
Missing Person
Applicant fingerprint cards pertaining to Bureau investigations such as Atomic Energy, Departmental Applicants, National Security Resources Board, etc.

Total - 5,000

Category No. 2

Regular criminal prints from police departments
Atomic Energy Commission prints from the Atomic Energy
Commission (not Bureau investigative cases)

Total - 16,000

Category No. 3

Counterintelligence Corps
Maritime Commission
Coast Guard Security

Total - 2,000

Memorandum for Mr. Tolson

July 3, 1952

Category No. 4

Loyalty applicant prints

Total - 4,500

Category No. 5

Loyalty incumbent prints

Total - None

Category No. 6

Aliens

Total - None

Category No. 7

Applicants from law enforcement agencies

Total - 38,805

Category No. 8

Armed forces fingerprints

Total - 90,000

(These fingerprints are classified, searched in Card Index, and filed. They are not answered.)

Every effort is being directed to the reduction of the delinquency in the first two categories which contain the criminal fingerprints. Additional people have been added to the Typing Section, which is the chief bottleneck at the present time. It is noted that no delinquency with regard to the top priority fingerprints exists in either the Card Index or the Technical Section, and people have been shifted to the Typing Section to alleviate this delinquency.

"I CERTAINLY CONCUR. IT LOOKS TO ME AS IF TRACY & TAMM HAVE NOT GIVEN THIS PROPER SUPERVISION. GET IN TOUCH WITH TRACY & HAVE HIM RETURN IN VIEW OF CRITICAL CONDITION IN WHICH THIS DIVISION IS. H. ALL LEAVE OF TOP EXECUTIVES OF IDENT. DIV. IS CANCELLED. H."

July 2, 1952

~~PERSONAL AND CONFIDENTIAL~~

Mr. Stanley J. X Tracy
Federal Bureau of Investigation
Washington, D. C.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2012

Re: IDENTIFICATION DIVISION INSPECTION

Dear Mr. Tracy:

A review of the summary of the Identification Division inspection, recently completed by Mr. F. D. Vechery, indicates the existence of a very serious condition in the matter of substantive errors made by employees in connection with the searching of prints in the Technical Section. In an operation of the size of your Division, it is most important that production quotas be maintained in order to keep the backlog of prints to be handled at a minimum; however, instances of carelessness should be scrupulously avoided to make certain accuracy is not sacrificed for the sake of maintaining production. Certainly you realize the tremendous possibilities of embarrassment to the Bureau that may result through operations that do not measure up to the highest standards of accuracy.

I note that the trend insofar as errors are concerned is increasing every month. It is your responsibility to see that employees are adequately and properly trained and that the matter of errors is made the subject of discussion at your regularly established conferences and at frequent instruction periods with clerical employees having responsibility for the handling of fingerprint cards. It is noted that in one month alone, April this year, 1,648 substantive errors and 322 procedural errors were scored against employees in the Technical Section. This total of 1,970 is six-tenths per cent of the total searches made during April, which is double the three-tenths per cent of errors made in February, 1952. Obviously, supervision has been inadequate and this condition would not have existed had there been close supervision and adequate training of employees.

The increasing number of missed identifications which outside contributors have been calling to our attention has reached serious proportions. Two hundred seventy-six in March of this year, as compared to 114 in March of last

WJ:arg

RECEIVED
JUL 10 1952
FBI - WASH DC

Handwritten initials and signatures: V, PH, WJ, and others.

year, an increase of 142 per cent, is alarming, especially considering the fact that the average daily receipts of fingerprint cards in the Division in March, 1952, were ten per cent less than in March, 1951. The gradual increase of missed identifications reported to us by outside contributors over the past twelve months should have been a red flag to you and to your subordinates to find the cause and to take the steps necessary to see that the number of errors are kept at a minimum. The seriousness of this situation is evident when it becomes necessary for two state identification bureaus to use printed form letters directed to the FBI to call to our attention missed identifications. In this connection it is logical to assume that these two bureaus adopted the use of printed form letters to prevent the repeated writing of individual letters to inform us of missed identifications.

Furthermore, it appears that until it had been brought to your attention by the Inspector, you had not taken the steps necessary to make sure that certain types of errors were made a matter of record in order that the employees responsible therefor could be held strictly accountable. This situation was found to exist in connection with possible Card Index errors located by the Technical Section. Employees assigned to the routing desk of the Technical Section admittedly had been removing slips of paper attached to the fingerprint cards by searchers which bore the notation "Possible Card Index error." These slips should have remained on the fingerprint cards for appropriate handling in the Card Index Section so that errors could be scored against the employees responsible for them. Since this situation was corrected during the inspection, I note that fifteen Divisional errors, that is, those errors caught in the Technical Section and charged to Card Index, have been scored daily against employees in the Card Index Section. This would approximate 1,800 errors in a six-month period as compared to the 215 errors scored against employees in that Section during a six-month period ending March 31, 1952. Continued attention should be afforded this matter by you to make certain that employees will exercise a greater degree of care in conducting searches in Card Index. I do not understand why some effort was not made to determine why so few errors were being scored against employees in Card Index prior to the arrival of the Inspector.

Since the matter of errors appears to have been a subject which has not been afforded the strict attention by you which I must insist be maintained in the future, I am instructing that you submit to me not later than the fifth of each month a report as to the number of errors made by employees of the Technical and Card Index Sections, including

a breakdown of the number of errors of each type, segregating the number of errors reported to the Bureau by outside contributors. In preparation of this report, it is desired that it include for comparative purposes the previous month's error record, as well as the current month.

I have approved the Inspector's recommendation that the present eight-week training course for new employees be extended to ten weeks, in order that more instruction can be given to new employees in fingerprint classifying. This should help materially in reducing the number of errors made by student fingerprint classifiers. Also, I have approved the modification of the penalty system to provide a three-year "statute of limitation" in connection with erroneous identifications charged against an employee. This will enable an employee, after a three-year period has elapsed, to start afresh with a clean slate.

I note that you discontinued the practice of training Card Index searchers in fingerprint classification due to a shortage of personnel and the volume of current work. It is apparent that Card Index searchers should know how to classify fingerprints in order to perform their work with the utmost efficiency. It is desired therefore that you make arrangements immediately to furnish this training to the Card Index searchers who have not yet received their training and in addition to provide this training to all employees who in the future become Card Index searchers.

The existence of misfiled criminal fingerprint cards is highly undesirable, and to expedite locating these misfiled cards, ten qualified night force employees are to be assigned to the File Check Squad from 3:30 p.m. to 4:30 p.m. daily. Misfiled noncriminal fingerprint cards should be located as soon as available personnel permit. Appropriate steps should be taken at once to locate the thirty-two missing master fingerprint cards and if after a thorough search they are not located, photographic copies should be requested from the contributors. In the future, missing single master prints should be researched sixty days after the index card is placed in the temporary master index and a photographic copy should be requested if the print is not found.

The preparation of tickler cards for each piece of incoming correspondence handled in the Correspondence Unit should be discontinued for a trial period of sixty days. The maintenance of an unidentified latent fingerprint file on police cases should be discontinued and the photographs

Tolson _____
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Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

BEST COPY AVAILABLE

contained therein destroyed; photographs of completely handled burial forms maintained in the Single Fingerprint Section should be destroyed; and searches of deceased prints should be stopped when an identification is made in criminal files against a print which has previously been searched through the criminal file.

I realize the problems involved in reducing the number of fingerprint cards received as the result of a single arrest. I want this matter carefully considered and in connection therewith you should prepare an SAC Letter outlining the ramifications of this problem and requesting that the field submit ideas gained as a result of discussions of the problem with law enforcement agencies.

I am cognizant of the various changes that have been or are being made as a result of the inspection of Card Index, Recording, Posting and Typing Sections. In order to effect consolidations, Card Index employees should be impressed with the necessity of making full and complete searches. On a sixty-day trial basis, a Technical Section employee should be assigned to Card Index to classify fingerprint cards when such classifications would assist the Card Index searchers. Misfiled criminal index cards should be located and refiled properly, and as soon as personnel is available, a drawer checking procedure should be instituted. Searchers in Card Index handling matters requiring a wire answer should be instructed to request the Technical and Assembly Sections to forward pertinent records directly to the Correspondence Unit. They should also be instructed to utilize the Messenger Service when handling a special telephone request and not make the delivery themselves in person. The Bureau will consider the assignment of twenty-one additional employees to Card Index in order that a consolidation of noncriminal index files will be completed within a three-year period.

Appropriate instructions are to be issued by you which will provide that identification records furnished to Bureau Field Offices in the future will include information concerning returned fingerprint cards deleted from the record. Records containing no subversive data should not be furnished the Domestic Intelligence Division. Furthermore, to eliminate duplicate handling of identification data of interest to the Domestic Intelligence Division the streamlined procedure recommended by the Inspector in handling the fingerprint jackets in the Typing Section should be followed.

For a ninety-day trial period, the six GS-4 employees of the Typing Section Error Desk should be replaced by one GS-2 clerk, whose only duty will be to record errors already

detected. The practice of erasing employees' initials from resident criminal fingerprint cards returned to contributors for additional information should be discontinued. In view of the economy and efficiency of the Remington Rand photocarding process, I desire that its use be continued and that this process be utilized whenever possible. Furnish the Administrative Division within thirty days estimates secured from Remington Rand for such additional equipment as would make it possible for the Bureau to handle the entire photocarding process.

File jackets should not be made up solely to retain disposition sheets when only one fingerprint card is in file. Hereafter, disposition sheets relating to these cards are to be destroyed after the information is posted to the record.

Foreign countries cooperating in the International Exchange should hereafter be advised of the results of your searches by a form letter which you are to submit for approval. Also, the policy of following disposition requests made of United States agencies for foreign countries is to be discontinued.

Posting Section employees for a trial period of ninety days should be instructed to attach applicable correspondence to charge out requests when requesting fingerprint records for special postings, thereby eliminating the necessity of matching correspondence when the records are received. For a sixty-day trial period, typists in the Posting Section should post information directly on the master identification record rather than on the "additional record sheet."

I understand that certain items brought to your attention during the inspection relative to physical condition and maintenance have been or are being corrected. You should take steps to insure that a monthly inspection is made of Bureau car #130 and make certain the delinquencies noted are corrected. In addition, you should see that obsolete Bureau forms are removed; that drawers and cabinet shelves are uniformly labeled so as to make a neat and tidy appearance; and that Bureau property needing repair is repaired promptly. You are instructed to follow with the Administrative Division the obtaining of three additional guards from General Services Administration so that the three fingerprint technicians now assigned to that function can be released for assignment to the Technical Section. GSA should also be contacted regarding the painting of the skylight over the Typing Section to reduce glare.

I note that there are approximately 10,224 square feet of excess space located throughout your Division which will be taken into consideration by the Administrative Division in connection with future space allocations. It is expected that hereafter you will be constantly alert to the existence of excess space and keep the Administrative Division fully informed of such conditions.

The combinations on safes in Inspector Tamm's and the Personnel Offices have not been changed in keeping with Bureau instructions. You should see to it that this is done immediately and appropriate steps taken to insure that the combinations to the safes are changed each year.

The pending work in the Division appears to be equitably distributed except the work handled by the stenographers. The Inspector's recommendation that the number of stenographers assigned be reduced from 20 to 14 should be given your immediate attention. Had you maintained adequate records concerning the production of the stenographic personnel assigned to the stenographic pool, it would have been apparent to you that too much time of the stenographers was being spent on miscellaneous clerical duties. Since the number of stenographers in the stenographic pool will be reduced from nine to three employees, I desire that you follow the Inspector's recommendation to assign the three stenographers who otherwise would remain in the pool to either the Correspondence Unit or the Liaison Unit depending on the volume of work in these two Units. This will automatically eliminate the position of Stenographic Supervisor and the steno pool itself. Continuous supervision should be afforded to make certain that stenographers are being fully utilized on stenographic work.

Amey
W. H. Clegg
The abnormal number of overages and shortages which were observed in your inventory and the unsatisfactory manner in which it was being maintained indicate to me that you have failed to exercise even a minimum amount of control and supervision over such an important matter. I want it clearly understood that each overage and shortage must be fully accounted for and the entire inventory reconciled and brought into agreement with the Bureau's controls. It is also desired that you maintain your inventory on a sectional basis hereafter instead of on a Divisional basis in order that better control of the items may be had and responsibility established more readily.

Material maintained in loose leaf notebooks in the Typing Section which is over sixty days old should be destroyed in accordance with existing Bureau regulations. In this connection, I note that memoranda, routing slips bearing notations,

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

and other miscellaneous notes have been retained by the Supervisor of the Typing Section since 1938, despite my specific instructions prohibiting the retention of such material. One armed Agent should be provided to accompany the clerical employee transporting the monthly Group Hospitalization payments to the Justice Building. The use and rental of the Tel Autograph machine should be discontinued. Since you have in the past been in contact with the manufacturer of the Speed Photo machine, I want you to inquire of that company as to future improvements which may now be in process or contemplated in order that it may be determined by you as to whether it would be more economical to purchase this machine rather than to continue renting it. A monthly check and a semiannual audit of the Divisional Welfare Fund should be instituted. Property when no longer needed should immediately be declared surplus and the Administrative Division so advised. The Correspondence Unit's daily report should be brought up to date when the current supply is exhausted.

Instructions are to be issued by you to change the tour exhibits as recommended by the Inspector. Personnel in the Messenger Unit should be reduced from ten to eight employees through the consolidation of the Front Office run with the sorting duties and placing the recording run on a thirty-minute schedule rather than the present twenty-minute schedule. Special Messenger service should be reduced to a minimum and properly controlled so that such service will not be utilized unnecessarily.

The question as to whether you should continue to maintain in the noncriminal files the eight million old-type Government prints and the forty million World War II National Defense prints will be resolved by the Bureau and you will be appropriately advised.

Your attention is directed to some of the delinquencies noted and corrected or eliminated during the inspection, such as, index cards that could not be filed because of bad typing, unnecessary time and money-consuming operations performed by Clerks and Supervisors, the unnecessary maintenance of logs, surplus property which had not been properly disposed of, duplication of statistical reports, improperly prepared leave slips, etc. These delinquencies should have been detected and corrected by personnel under your supervision prior to the inspection. All delinquencies are costly and you should remain constantly alert to detect and correct them without delay.

Tolson _____
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Clegg _____
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Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

BEST COPY AVAILABLE

In view of the various delinquencies found by the Inspector, particularly the increasing high percentage of substantive errors which have been noted in connection with the searching of criminal prints during recent months and the fact that missed identifications reported to the Bureau by outside contributors in March, 1952, increased 142 per cent over the number reported in March, 1951, the Bureau regards fingerprint operations in your Division as unsatisfactory and supervision as inadequate. This is, of course, your primary responsibility.

As a result of the inept supervision existing in the Identification Division, the high number of errors, and other gross weaknesses you are being placed on probation and so is Inspector Quinn Tamm who has the responsibility for supervising fingerprint operations. The Bureau is completely dissatisfied with certain conditions discovered in your Division and is prepared to take even more severe action unless immediate improvement is shown.

As observed by you from the inspection write-ups that you have reviewed and answered, you will note that a greater portion of time spent by the Inspector was devoted to work procedures in connection with fingerprint operations. I feel very definitely that the greater number of recommendations made by the Inspector should have been evident to the Supervisory Staff of the Identification Division prior to the inspection and would have been corrected if proper supervision was being given. The fact that the Inspection Staff was able to detect weaknesses in connection with the handling of fingerprints through the various sections to the extent that economies amounting to many tens of thousands of dollars annually are to be now effected suggests to me that your Supervisory Staff has not made it their business to study various procedures with a view to effecting economies by streamlining and wherever possible, eliminating unnecessary work.

When all of the recommendations of the Inspector have been acted upon and all delinquencies corrected, the Bureau is to be advised.

In each instance, in which you are being instructed to alter your procedures for a trial period, you should direct a communication to the Bureau, attention Training and Inspection

Division, at the end of the stated period, specifically advising of the benefits accruing and whether the new procedures should be continued.

A copy of the summary of the inspection is attached.

Sincerely yours,

John Edgar Hoover
Director

Attachment

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: June 20, 1952

FROM : Mr. S. J. Tracy

SUBJECT: ITINERARY

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

The following is my itinerary for the period of three weeks leave beginning June 23, 1952, and ending July 11, 1952:

June 20 - Leave Washington, D. C. (evening)

June 22 - Arrive Menominee, Michigan

Address: c/o Reverend David E. Buzza
First Presbyterian Church
Menominee, Michigan

Route: Washington - Pennsylvania Turnpike -
Milwaukee via Muskegon, Michigan. Will
contact Milwaukee Office for messages.

June 28 - Leave Menominee, Michigan

June 29 - Arrive Detroit, Michigan

June 30 - Leave Detroit, Michigan

July 1 - Arrive Syracuse, New York

Address: c/o Mr. William J. During
Precision Castings Company
Syracuse, New York

Travel will be by personally owned automobile.

cc - Movement Section (sent direct)
Switchboard (sent direct)

SJT:edm

~~NOT RECORDED~~
13 JUL 2 1952

89 JUL 15 1952

1 JUL 14 1952

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: June 11, 1952

FROM : Mr. S. J. Tracy

SUBJECT:

Tolson ✓
 Ladd ✓
 Clegg ✓
 Glavin ✓
 Nichols ✓
 Rosen ✓
 Tracy ✓
 Harbo ✓
 Alden ✓
 Belmont ✓
 Laughlin ✓
 Mohr ✓
 Tele. Room ✓
 Nease ✓
 Gandy ✓

I have completed arrangements to take Mrs. Tracy to Menominee, Michigan, to visit her sister and brother-in-law and in accordance with the vacation schedule, I have requested 14 days annual leave beginning June 23, 1952.

Unless otherwise advised, I will take the above leave as scheduled.

SJT:edm

67
105
89 JUL 17 1952

64x
NOT RECORDED

12 JUN 30 1952

3
RECORDED

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: June 6, 1952

FROM : H. L. Edwards *HL*SUBJECT: ~~PERFORMANCE RATING~~
~~BOARD OF REVIEW~~*Civil Service File*

Tolson	✓
Ladd	✓
Clegg	✓
Glavin	✓
Nichols	✓
Tracy	✓
Harbo	✓
Belmont	✓
Tele. Room	✓
Nease	✓
Gandy	✓

Under present Civil Service regulations, there is a Board of Review in existence in each agency made up of a Chairman, who is a representative of the Civil Service Commission, Agency Member, representing the agency, and a member who represents the employees, whose responsibility it is to hear any appeals on performance ratings given at the regular annual rating period. For the past two years, the Bureau's Performance Rating Board of Review consisted of the following members: Chairman, Evelyn A. Crosswell, Civil Service Commission; Agency Member, W. R. Glavin, Alternate S. J. Tracy; Employee Member, John W. Martin, Identification Division, Alternate G. R. Runaldue, Records and Communications Division.

The agency representative, as distinguished from member, in connection with appeals is Mr. Quinn Tamm. The duty of Mr. Tamm would be to represent the Bureau in presenting the Bureau's case to the Board of Review in the event a performance rating of a Bureau employee was appealed to this Board of Review at any time in the future. Up to the present time, although this Board of Review has been in existence for a number of years, we have not had any cases before it.

The term of the present Board will expire on June 30, 1952. Inquiry of the Civil Service Commission has revealed that the present Board may be continued for a definite or indefinite period if the Bureau so desires, and recommends this action to the Civil Service Commission.

Messrs. Tracy and Nichols have stated that it would be satisfactory to continue the two employees named above in their present capacities for an indefinite period since they both are in a very satisfactory status at the present time.

RECOMMENDATION

It is recommended that the Civil Service Commission be advised that the Bureau proposes to continue the present Board

EJI:fsb

X Efficiency Ratings

67-032-663

Memo to Mr. Glavin - (Continued)

of Review and agency representative for an indefinite period,
subject to the approval of the Civil Service Commission. If
this recommendation is approved, an appropriate letter will be
directed to the Civil Service Commission advising them of this
action. Copies of the letter to the Civil Service Commission
will be posted on the various bulletin boards at the Bureau in
order that any employee who objects to the continuance of the
Board may file a complaint with the Civil Service Commission
within a 10-day period in accordance with the regulations of
the Commission.

OK
6-11
✓

Rec appeal
6/10/54
J

agree
J
6/10

OK
J

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. S. J. TRACY

FROM : Quinn Tamm

SUBJECT: IDENTIFICATION DIVISION
SUPERVISORS' OVERTIME
MARCH, 1952

DATE: April 16, 1952

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

In accordance with the request of the Chief Clerk's Office, there is set forth below the overtime for the official and supervisory staff of the Division for the month of March, 1952:

	<i>Number of</i> <u>Days Worked</u>	<u>Regular Overtime</u>		<u>Average</u>	
		Hours	Minutes	Hours	Minutes
S. J. X Tracy 100	20	77	55	3	53
Q. X Tamm 100	18	46	0	2	33
G. X Hottel 86	17	47	45	2	48
R. C. X Anderson 86	23	35	20	1	32
G. J. X Engert 86	21	39	15	1	51
A. F. X Hodgins 100	13	29	05	2	14
AVERAGE	112	275	20	2	27

QT:ld

443-416

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : The Director

June 30, 1952

FROM : H.H. Clegg

SUBJECT: SUMMARY OF INSPECTION
IDENTIFICATION DIVISION

15. J. Tamm

The Identification Division was inspected by Mr. F.D. Vechery, April 1 to June 5, 1952, assisted by Special Agents Otho A. Ezell, August B. Fipp, Robert A. Carvey, William H. Jahn, William Johnson, George W. Mesnig, George M. Peet, Orville R. Talburt, and Dick H. Young.

PHYSICAL CONDITION AND MAINTENANCE

Physical Organization

Survey of Space - There is approximately 10,224 square feet of excess space assigned to the Identification Division which for the most part is utilized as office space. It is the present plan of the Identification Division to use this space for future expansion. A recent survey of space requirements of other Bureau Divisions by Inspector J.S. Togn indicated that there is no urgent need at this time for utilization of the available space in the Identification Building since the space is scattered on all floors.

PHYSICAL MAINTENANCE

Security Patrol Guard Force - It was determined that the security patrol guard force costing \$25,575 annually is an unnecessary function so far as the use of Bureau personnel is concerned. During the inspection, the security patrol was reduced, thus saving \$15,345 annually. There are three Bureau employees still assigned to the security patrol duties, which function, if assumed by GSA would save the Bureau an additional \$10,230 annually. The Inspector recommended that the Bureau continue to request GSA to assign three additional guards to the Identification Building. Mr. Tracy agreed.

Security of Safes - The combination to the safe in Inspector Quinn Tamm's office had not been changed since 1945. No written record was maintained as to when the combination to the safe in the Personnel office had last been changed. Mr. Tracy followed the Inspector's instruction and had the combinations on the safes ordered changed and appropriate ticklers were set up so that action would be taken to change the combinations each year.

FDV:arg

cc: Mr. Glavin
Mr. Tracy

Copy

Justice Credit Union Employee - Location of the desk used by the Credit Union employees in the first floor lobby was changed during the inspection to afford greater security.

Physical Condition - Obsolete Bureau forms were maintained in supply cabinets; file drawers, supply cabinet shelves in some instances were not properly labeled; Bureau property such as typist's chairs and desk lamps were in need of repair and one fire extinguisher had not been checked for two years. The skylight over the Typing Section causes a glare and the condition should be studied by a lighting expert. Instructions were issued that these delinquencies be corrected. Mr Tracy stated this will be done.

Telephones - An outside line on a telephone located in one of the student classrooms in not needed for official business and was removed during the inspection.

Bureau Automobile - The only automobile assigned to the Identification Division was in a dirty condition, the flashlight out of order, an accident form not available, and the base of the jack missing.

PENDING WORK

The situation as to the amount of pending work was found to be satisfactory. No unusual delinquencies were noted and with the exception of the stenographers, all sections appear to have a constant and equitable volume of work. The number of stenographers assigned was determined to be excessive for the amount of stenographic work handled. The reduction of six stenographers was recommended, an annual salary savings of approximately \$19,050. The Administrative Division was advised as to the identity of the stenographers available for transfer to other Divisions. It was recommended that the Steno Pool be abolished. Mr. Tracy stated it will be abolished.

FINGERPRINT OPERATIONS

Recording Section

International Exchange Desk Correspondence and Disposition Follow-Ups - Signature letters instead of form letters were being used to advise foreign countries cooperation in the international exchange of the results of the searches of fingerprints through the Identification records. A suitable form letter will be prepared by Mr. Tracy and submitted to the Bureau for approval. Disposition of arrest requests made of United States agencies for foreign countries were being followed unnecessarily. This procedure was discontinued.

Monthly Statistical Report - The preparation of a special monthly statistical report entitled "Delinquency in the Identification Division" which was found to contain the same figures as those set forth in the regular monthly delinquency report was eliminated.

Card Index Section -

Misfiled Index Cards - 9,835 noncriminal index cards were checked of which 96 were found to be misfiled, a percentage of .97 of 1%, a low figure. 10,056 criminal index cards were checked of which 49 were misfiled, a percentage of .48 of 1%, a low figure. The criminal files will be checked for misfiles as soon as personnel is available for assignment to such a project.

Errors - Errors were not being routed to the error desk in all instances inasmuch as the routing clerk in the Technical Section was inadvertently removing notations indicating possible Card Index errors detected in the Technical Section. In other instances, errors being detected were not being scored against the employees responsible therefor. Instructions to correct this situation were issued during the inspection.

Consolidation in Current Work Searching - Employees of the Card Index Section have been following a practice of prematurely discontinuing searches on a single search after locating one index card. By following such a practice, possible consolidation of index cards on the same individual could not be effected. Instructions to correct this practice were issued.

Consolidation of Noncriminal Index File - It is estimated that the four employees presently assigned to the consolidation of noncriminal index cards would complete this project in about twenty years. In order to complete this project within a three-year period, the Identification Division has submitted to the Bureau a request for the assignment of twenty-five additional employees. The Inspector recommends assignment of twenty-one employees to the Identification Division.

Common Name Searches - The length of searches in Card Index involving common names can be reduced by the assignment of a Technical employee to the Card Index Section to fully classify prints in this category. Recommendation was made that this assignment be made for a sixty-day trial period. Mr. Tracy agreed.

Handling Wires - In connection with the handling of matters requiring a reply by wire, requests for identification records were being made by employees in the Correspondence Unit. By having such made by the Card Index special searchers thereby eliminating one handling of the wire by the Correspondence Unit, a savings of \$300 per year would result. Mr. Tracy advised that instructions would be issued to change the procedure as suggested by the Inspector.

Handling Routine Laboratory Requests - Special searchers in Card Index Section were preparing four listings of fingerprint jackets located as a result of searching routine laboratory requests. It was arranged that the laboratory would prepare one additional copy of each search request thereby eliminating three of the listings.

Handling Special Telephone Requests - Card Index special searchers instead of using the messenger run were personally picking up and delivering all jackets and fingerprint cards.

Technical Section

Errors - Searching Fingerprints - An analysis of the searching errors made in the Technical Section from December, 1951, through April, 1952, disclosed that there were 11,422 errors made in 2,342,816 searches, a percentage of .5%, a high figure. For the month of April, 1952, there were 1,970 errors of which 1,648 or 84% were substantive, (errors which may lead to a missed identification), and 322 or 16% procedural errors (errors made in handling substantively correct material and as a rule would not result in a missed identification). There were 263 missed identifications included in the 1,648 substantive errors in April, 1952. Employees with less than six months experience made 102 or 39% of these errors making a total of 4 errors per student employee. The largest percentage of errors were made by employees in GS-3, particularly on the night force.

Included in the monthly total of missed identifications are those errors reported to the Bureau by outside contributors. During a twenty-two month's period, July, 1950, through April, 1952, outside contributors reported 2,963 missed identifications. In March, 1951, there were 114 missed identifications reported as compared with 276 in March, 1952, an increase of 142%. Two state identification bureaus use printed form letters to call the Bureau's attention to missed identifications.

In addition to the searching errors in connection with criminal prints, there were 9,192 classifying errors made in 473,754 searches of non-criminal prints during a five months' period, December, 1951, through April, 1952, a percentage of 1.94%, a high figure.

In order to reduce the high percentage of errors now being made in the Technical Section, the Inspector has recommended that the present eight weeks' training course be extended two additional weeks to provide new employees with more training in the classification of fingerprints. Mr. Tracy agrees. Mr. Tolson approved.

Penalty System - A study of the adequacy of the penalty system disclosed that while the error system is fair, the penalties are too severe insofar as erroneous identifications are concerned. A modification of the penalties imposed on erroneous identifications is recommended. Present penalties in regard to missed identifications is adequate.

Misfiled Criminal fingerprints - Of a total 112,760 criminal fingerprint cards checked, 516 were misfiled, a percentage of .4%, a high figure. Projecting this percentage into the approximate 8,000,000 criminal prints would indicate there are 32,000 misfiled prints. Mr. Tracy agreed with the Inspector's recommendation and stated that ten fingerprints clerks assigned to the night force would be assigned to the File Check Squad during the period of overlap in shifts from 3:30 p.m. to 4:30 p.m. each day to assist in this project.

Misfiled Noncriminal Fingerprints - 501,256 noncriminal fingerprint cards were checked of which 8,463 were misfiled, a percentage of 1.69%, a high figure. If the Bureau approves a recommendation to eliminate the old Government fingerprint cards and National Defense prints aggregating 48 million and leaving approximately 54 million noncriminal prints in file, it would take

19 employees approximately 18 months to check and correct the misfiles in the noncriminal category. Mr. Tracy favored the assignment of 19 additional employees to the Identification Division to work on this project.

Maintenance of Auxiliary Log - This log which is maintained on the special desk to record wire answer prints is a duplication of the master record maintained in the Correspondence Unit and was discontinued.

Searching Prints of Deceased Persons - In most instances, fingerprints on deceased persons are unnecessarily being searched through criminal files after an identification id made against a print which has previously been searched through the criminal file, at the time it was placed therein. By discontinuing this practice, approximately \$3,410 would be saved annually. Mr. Tracy advised that this practice will be discontinued and appropriate manual changes made.

Temporary Master Index - Locate Desk - Thirty-two 3x5 index cards are being maintained, each relating to a single missing master fingerprint card, no copy of which appears in the file under the proper classification. Little or no effort has been made to locate these missing master prints as 25 of the 32 have not been searched through the criminal files in over two years. The Inspector recommended that a research be made and if the missing masters are not found a letter be sent to the contributor requesting a photographic copy of the original print. Also, that in the future, all "singles" (no fingerprint card or file in the proper classification) which cannot be located be researched sixty days after the index card has been placed in the temporary master index, and, if not found, a letter requesting a photographic copy be sent to the contributor. Mr. Tracy said this will be done.

Elimination of Old Government and National Defense Prints From the Non-Criminal Files - Included among the 102 million noncriminal fingerprint cards are 8 million old type Government fingerprint cards and 40 million National Defense prints. Many of these are duplications and have no useful purpose other than for checking occasionally a missing person, unknown dead or case involving public interest. These prints can be eliminated by either retaining them in dead storage or destroying them. If these prints are eliminated, there would be a similar number of index cards in the Card Index Section which would be superfluous and likewise could be eliminated. Mr. Tracy is of the opinion that steps must be taken at sometime in the future to eliminate certain prints from the file, probably on an age basis. He points out the cost of \$1,080,123 to eliminate 48,000,000 prints as prohibitive at this time.

Elimination of Duplicate Incoming Fingerprint Arrest Cards - Daily receipts of fingerprint cards include approximately 18% duplications on the same arrests, each print from a different contributor. A considerable amount of extra work is necessary in order that each contributor will receive a copy of the subject's criminal record, if any. To process these duplicate fingerprint cards costs the Bureau approximately \$312,000 annually. This is a problem that has existed for years and has been recognized by the Identification Division. Mr. Tracy suggests a Bureau Bulletin to the Field outlining the problem and suggesting that the Field discuss the subject at all police schools. The Inspector agrees except that an SAC Letter be sent rather than outlining the problem in a Bureau Bulletin.

POSTING Section

Handling of Disposition Sheets - File Jackets are being made

solely to retain a disposition sheet when only one fingerprint card is in file. In addition, all disposition sheets are retained after posting on the identification card. This procedure, which is unnecessary, was placed into effect in April, 1951, solely to place responsibility for errors and its costing the Bureau approximately \$21,672 per year plus considerable space in the Assembly Section. The Director approved Executive Conference favorable action to revert back to the system in use prior to April, 1951, which will alleviate necessity of preparing jackets and assigning FBI numbers for individuals on whom only one print is on file and on which only one disposition sheet has been received. The Director also approved recommendation that all disposition sheets be destroyed after disposition of an arrest is posted on the index card or identification record.

Posting Information to Additional Record Sheet- Typists are posting information to the "additional record sheet" instead of posting to the master criminal record. Posting directly to the master criminal record would eliminate the necessity of typists in the Typing Section transferring the information at a later time from the "additional record sheet" to the master criminal record. Mr. Tracy agreed with the Inspectors recommendation that typists in the Posting Section post information directly to the master criminal record but recommended the system be given a trial for 60 days before being permanently adopted.

Securing Records for Special Posting - Posting section clerks when requesting fingerprint records for special posting retain all correspondence necessitating the matching of correspondence with the record when received instead of attaching the correspondence to the charge-out request. If the correspondence were attached to the record requests and returned with the record, approximately \$1,600 in salary would be saved annually. The Director approved Executive Conference unanimous recommendation that the proposed system of attaching correspondence to the charge-out requests be tried for 90 days before permanent adoption.

Typing Section

Detecting and Sorting Errors - Only one error desk employee instead of six now assigned to that desk is necessary. \$16,300 per year would be saved by eliminating five employees. The Director approved the Executive Conference unanimous action that when any error is caught by a reader it would be returned to the typist who made the error rather than the error desk employee. This will serve to expedite the handling of correspondence. This proposal will be tried for a period of 90 days.

Removal of Errors - Unit supervisors were unnecessarily contacting correspondence review clerks concerning errors scored against typists under their supervision. This procedure was eliminated.

Errors on Index Cards - Frequently index cards prepared in the typing section are received in the Card Index Section which cannot be filed due to bad typing and erasures. The Inspector instructed that employees be cautioned regarding such errors to prevent recurrence of this type of delinquency. This was done.

Use of Photographic Equipment in Making Index Cards - Remington Rand photographic equipment was being used to prepare index cards and replace approximately sixty employees at an annual savings of \$85,000. The retention of this equipment was considered by the Executives Conference on May 26, 1952, and approved in preference to earlier plans to replace the equipment with typists.

Furnishing Information Concerning Return Fingerprint Cards to Bureau Field Offices - Information which has been blocked off the identification record concerning fingerprint cards returned to contributors is not being furnished to Bureau field offices when identification records are furnished to them. This deprives Bureau field offices of possible investigative leads. Mr. Tracy advised that such information when available would be furnished to Bureau field offices.

Return of Nonident Criminal Fingerprint Cards to Contributors - Employees' initials are unnecessarily being erased from criminal fingerprint cards prior to returning such cards to contributors for additional descriptive data. The Director approved Executives Conference unanimous recommendation that employees' initials not be erased.

Recheck of Fingerprint Card Markings - Routing clerks in the Typing Section were unnecessarily checking fingerprint card markings. This practice was eliminated.

Handling of Security Information - Identification records containing security information which are referred to the Domestic Intelligence Division are handled by the Correspondence Unit supervisor in the Typing Section. These records are being handled twice instead of once by the Duplicator Unit in the Typing Section. Also, records are being forwarded to the Domestic Intelligence Division which do not contain subversive data. A revised procedure to eliminate duplication in the handling of records was recommended. Mr. Tracy agreed to proposed method and also to discontinuance of forwarding records containing no subversive data to Domestic Intelligence Division.

General Correspondence Section

Handling Incoming Correspondence - A 3x5 tickler card is prepared and retained sixty days on each piece of incoming mail handled in the Correspondence Unit for the purpose of recording thereon information as to the whereabouts of each piece of mail as it clears through the various sections. This practice is being discontinued on a trial basis for sixty days.

Routing of Mail - The unnecessary procedure of checking the posting of wanted notices by employees of the Correspondence Unit was eliminated.

Single Fingerprint Section

Burial Forms - Photographs of 227 completely handled burial forms were being retained and should be destroyed. Mr. Tracy advised that this will be done.

Unidentified Latent Fingerprints in Police Cases - A file containing approximately 3,600 photographs of unidentified latent fingerprints in police cases established in March, 1950, for a one-year trial was still being kept. No requests have ever been received for searches through this file and the trial period has long expired. The Director approved destruction of these photos and discontinuance of the file.

ADMINISTRATIVE OPERATIONS

Supervision of Work - Although the general over-all supervision of work appeared to be satisfactory, it was found in some instances that the supervisory responsibility of certain employees should be increased or decreased to provide a more equitable distribution. Supervision of the five leave clerks was transferred from SA Hodgins to SA Hottel. Mr. Tracy agreed to the recommendation that the Stenographer Pool be abolished. It was recommended that Mr. Hottel closely supervise all stenographers' work and make certain that all stenographers are fully utilized on stenographic work. Clerical Supervisor William F. Harvey was transferred to the Personnel Unit and SA Hodgins was assigned to supervise the work of the Correspondence Unit as recommended by the Inspector.

Daily Work Report Forms - These forms in use in the Correspondence Unit are antiquated. Instructions were issued that when a new supply of cards are needed, the cards be revised to conform with the work now being handled by the Correspondence Unit.

Ticklers - There are maintained in the Typing Section; 23 manual-size loose leaf notebooks containing copies of memoranda, recording slips, typed notes, and handwritten notes issued since 1928, most of which are completely out dated, in some instances difficult to interpret. Instructions were issued that material over 60 days be destroyed.

Registers - A written record was not being made of instructions issued by one clerical supervisor to employees under his supervision to support sick leave with a doctor's certificate. Instructions requiring such a record be made were issued.

Time, Attendance, and Leave Records - Annual leave request forms in many instances were not being properly prepared by employees. This was corrected.

Property Inventory - The acquisition and disposition of property was not being recorded accurately on the inventory. An inventory taken during the inspection revealed several shortages, such as, 67 wood three-section card index cabinets, 74 wood six-drawer file cabinets, and 163 incandescent desk lamps. Overages, such as, 414 metal four-drawer fingerprint cabinets and 53 goose-neck desk lamps, were revealed. The old inventory was maintained on a division-wide basis, rather than by sections, thereby limiting the establishment of responsibility for overages and shortages. Instructions were issued to reconcile the Identification Division inventory with the inventory record on file in the Administrative Division and that the inventory be kept on a section-by-section basis rather than Division-wide basis. Mr. Tracy agreed.

Surplus Property - Several items, such as, file cabinets, desk lamps, etc., determined to be surplus were being retained. Instructions were issued that all such items deemed to be surplus be declared surplus.

Rental Machines - The Tol-Autograph machine used in sending messages between sections is not needed. The Department has been advised to cancel the rental contract on the machine as of June 30, 1952. The rental cost is \$400 a year. The Speed-Photo machine used to receive photograph reproductions of fingerprints by wire from law enforcement agencies is being rented at an annual cost of \$1,268. This machine can be purchased for \$3,200, however, before a decision can be made as to the advisability of purchase, Mr. Tracy will inquire of the manufacturer regarding future improvements contemplated for this machine.

Addressing Mail to National Academy Graduates - The Single Fingerprint Section was answering requests for fingerprint examinations received from National Academy graduates directly to them instead of the heads or their respective departments. An appropriate change to the Single Fingerprint Section Manual was made and all employees of that section were advised of the policy.

FBI Identification Division Welfare Association - The books of this association were not being maintained properly. It was found that the cash receipts and disbursements journal was posted inaccurately in many instances, a total of \$138.54 in receipts could not be reconciled as to source or individual amounts, deposits were made irregularly instead of once each month, the pass book had been misplaced and the bank statement covering two months was not in file. The books had not been audited since November 20, 1950. An audit was made during the inspection and specific recommendations to insure the proper maintenance of the books were made and placed into effect.

Group Hospitalization Collections - Three female clerical employees once each month transport to the Justice Building via Bureau station wagon approximately \$3,500 in cash, collected from employees for group hospitalization payments. As a security measure, one armed Agent will escort the clerical employee designated to handle the transportation of this money from the Identification Building to the Justice Building.

Tours - Some exhibits now being used for tours were observed to be obsolete or unimpressive. Several improvements were recommended and concurred in by the Assistant to the Director, L.B. Nichols.

Messengers - A personnel reduction in the messenger unit from 10 to 8 employees can be made by changing messenger runs from 20-minute to 30-minute intervals and consolidating the Front Office run with the sorting duties. Special messenger service was being utilized unnecessarily. Personal mail placed in outgoing boxes was causing delay in handling official mail. Corrective instructions were issued and the changes were put into effect.

Economies Effectuated - During the inspection, the various changes in work procedures and recommendations effecting personnel reductions which were either placed into effect or in the process of being placed into effect total an annual savings of approximately \$98,876.87.

PERSONNEL MATTERS

Dictation Ability of Agents - All Agents were rated good or above.

Training Program - Instruction in fingerprint classification should be extended from one to three weeks with class enrollment limited to not less than fifteen and not more than twenty-five students, if possible. This extension of the training program is for the primary purpose of reducing the large number of errors made by the new employees assigned to the Technical Section.

Training of Searchers - Fingerprint Classification - In the Card Index Section, approximately one-half of the current work searchers had not received training in fingerprint classification. It was determined that such training is most helpful to them in their work. Training classes were reinstituted during the inspection and all searchers have now received this training.

Manuals - Many employees in Card Index had not read the Card Index Manual which contains the Bureau's rules and regulations and work procedures. Instructions were issued that each Card Index employee be required to read this manual.

Adequacy of Personnel - Based on an average of 20,882 fingerprint cards received daily in April, 1952, it was determined that a total of 1,796 employees including a net of 22 employees for special projects would be adequate to handle the matters of the Identification Division on a five-day work week. This would be 271 employees less than the 2,067 employees requested in the 1953 budget, a savings of approximately \$745,250. 1,796 employees are considered adequate if present streamline procedures are continued. On April 30, 1952, the personnel in the Division totaled 1,696 or 100 less than the 1,796 believed adequate.

Voluntary Overtime - Assistant Director Tracy, Inspector Quinn Tamm, and Agent Personnel during the ~~three~~-month period, February through April, 1952, averaged two hours, sixteen minutes per day. There appeared to be a reasonably equitable distribution of overtime.

Tardiness - The attendance registers for March, 1952, reflected 33 excused and 13 unexcused tardinesses. This is not considered excessive for an average personnel of over 1,700.

Morale - Morale in the various sections was considered by the inspection staff to be very good.

CONCLUSIONS AND RECOMMENDATIONS

Ratings - Physical Condition and Maintenance - Good
Fingerprint Operations - Unsatisfactory
Administrative Operations - Good
Personnel Matters - Very Good

BEST COPY AVAILABLE

Physical Condition and Maintenance - While no individual major delinquencies were found in connection with the condition and maintenance of physical property, there were numerous minor items requiring correction which in the aggregate would entitle the rating of no more than "Good". These items include damaged property in need of repair, obsolete Bureau forms retained, and untidy labels on file drawers. The only automobile assigned to the Division was dirty in appearance and not properly equipped with tools, flashlight, and accident report forms.

Fingerprint Operations - A rating of "Unsatisfactory" is being given because of the increasing high percentage of substantive errors in the searching of prints by employees in the Technical Section. This includes misclassifying and misfiling fingerprint cards. In the month of April, 1952, there were 1,970 recorded errors a percentage of six-tenths of one percent of the total prints searched during the month. This percentage was double that of February, 1952, 1,648 of the 1,970 errors were substantive or the type that could lead to a missed identification. Missed identifications reported to the Bureau by outside contributors increased approximately 1 1/2% over a twelve-month period. In the month of March, 1952, there were 276 missed identifications as compared to 114 in March, 1951. This situation becomes aggravated when it is considered that two police departments have instituted a practice of using forms in order to specifically call the Bureau's attention to missed ids. Also contributing to the rating of "Unsatisfactory" is a high number of misfiled noncriminal prints and the lack of alertness on the part of supervisory personnel to effect economies through streamlined procedures in certain phases of fingerprint operations.

Administrative Operations - No more than a rating of "Good" can be given in view of the many errors in the Division's inventory of nonexpendable property, the maintenance of ticklers by the Typing Section dating back to 1928 despite the Director's instructions that ticklers not be retained longer than 60 days unless special permission is obtained from the Associate Director.

Personnel Matters - A rating of not more than "Very Good" can be given since many employees in the Card Index had not been instructed to read the Card Index Manual which contains the Bureau's rules, regulations, and work procedures. Approximately one-half of the searchers handling current work in Card Index had not received training in fingerprint classification.

Qualifications of Supervisory Personnel - Assistant Director Tracy and Inspector Quinn Tamm are well qualified to direct the operations of the Identification Division. They work very well together and are well informed concerning the day to day problems of the Division. The Agent Supervisors, Russell C. Anderson, Gerard J. Engert, Arthur F. Hodgins, and Guy Hottell are adequate in their present assignments and thoroughly familiar with the work under their immediate supervision. All Section clerical supervisors appeared to be experienced and qualified to handle their respective assignments.

RECOMMENDATIONS:

1. That the total stenographic personnel be reduced from 20 to 14 employees. Mr. Tracy agrees and a separate memorandum to the Administrative Division has been submitted. Inasmuch as 11 of these employees are engaged in secretarial duties there will be only 3 employees left in the stenographic pool. In view of this small number in the pool it is recommended these employees be reassigned to sections within the division, thereby eliminating the need for a stenographer's pool. Mr. Tracy agrees.
2. That the Messenger Unit be reduced from 10 to 8 employees by consolidating the Front Office run and sorting duties and placing the recording run on a 30 rather than a 20 minute schedule. Mr. Tracy agrees.
3. That personnel of the Typing Section's error desk be reduced from six GS-4 employees to one GS-2 employee. The one employee would record all errors. The present practice of reviewing the reader's instructions would be discontinued. Mr. Tracy suggested a 90-day trial period. The Director approved.
4. That as long as the average daily receipt of fingerprint cards does not exceed 20,882 and military prints are not searched through the Technical Section, the number of employees assigned to the Identification Division be limited to 1,796, including a net of 22 employees for special projects recommended by the Inspector. The ratio of 11.77 fingerprint cards per day per employee should be the basis for increasing or decreasing the total number of employees. The number of employees, 1,796, is 27% less than the 1953 budget request. Mr. Tracy recommends the ratio of 11.77 be disregarded in any personnel estimates since its application is dependent on continuing present streamline procedures that are of a temporary nature.
5. That 19 additional employees be assigned to the Technical Section to replace 19 Technical Section employees who should be used in the detection and review and refiling of misfiled fingerprint cards in the noncriminal section. Mr. Tracy agrees.
6. That 21 additional employees be assigned to Card Index in order that the consolidation of noncriminal index cards may be completed within a three-year period. At the present time, only four employees are being utilized on this project.
7. Chester E. St. Vincent, Assistant Coordinator, Technical Section, be con-

sidered for transfer to a clerical position in the Justice Building if and when a position to which he is best suited becomes available.

Howard J. Franklin, Technical Section, be considered for promotion to Special Employee at such time as the Bureau reinstitutes the Special Employee Recruitment program. He was offered such a position in 1946 with assignment to Albany. He was told at that time that another employee in the Identification Division desired assignment to Albany to be near his wife who was confined to a sanitarium near Albany. Franklin willingly stepped aside and was assured by the Bureau Personnel Section that another place would be found for him. This did not materialize since the Special Employee Program was discontinued in 1947.

Further consideration be given to reallocate the salary rating of clerk supervisor Samuel Blase from GS-7 to GS-8.

That a special performance report be submitted not later than June 30, 1952, on employees William F. Bridge and Chester G. Cribben, Technical Section.

8. That the Bureau continue to request the General Services Administration to assign 3 additional guards to the Identification Building. As soon as these guards are supplied by GSA, the remaining portion of the security patrol should be discontinued and the employees returned to their previous assignments. Mr. Tracy agrees. The Director approved.
9. That the combination to the safe in Inspector Quinn Tamm's office and the safe in the Personnel Office be changed and a tickler set up to provide for changing these combinations at least once a year. Mr. Tracy agrees.
10. That obsolete Bureau forms be disposed; file drawers and cabinet shelves be uniformly and neatly labeled; and Bureau property in need of repair be repaired. Mr. Tracy agrees.
11. That the question of elimination of the skylight in the Typing Section which now causes glare and creates heat be referred to a light expert in the General Services Administration. Mr. Tracy agrees.
12. That a monthly inspection of Bureau automobile Number 130 be made and all delinquencies noted be corrected. Mr. Tracy agrees.
13. That form letters be utilized to advise foreign countries cooperating in the International Exchange of the results of searches of fingerprints through Identification Division records. Mr. Tracy agrees.
14. That the policy of following disposition requests made of Federal Government agencies and police departments for the information of foreign countries be discontinued. Mr. Tracy agrees.

15. That when personnel become available, a drawer checking program be instituted of criminal index in order to reduce the number of misfiles. Mr. Tracy agrees.
16. That group leaders impress on employees the necessity of continuing Card Index searches to effect consolidation even when an index card is located. Mr. Tracy agrees.
17. That a Technical Section employee be assigned to Card Index for a trial period of 60 days to fully classify fingerprint cards involving common names and long searches in an effort to reduce the length of the search. Mr. Tracy agrees.
18. That the Card Index special searchers, after locating an index card applicable to a matter requiring an answer by wire by the Correspondence Unit, request the Assembly and Technical Sections to forward the applicable records to the Correspondence Unit instead of having the Correspondence Unit make the request. Mr. Tracy agrees.
19. That Card Index special searchers utilize the special messenger service instead of personally picking up and delivering the fingerprint jackets and single fingerprint cards located when handling special telephone requests. Mr. Tracy agrees.
20. That the penalty system be revised to provide for a three-year "Statute of Limitations" on erroneous identification errors so that after the expiration of three years after the erroneous identification is made, it will not be charged against him when considering the penalty for additional errors. If a third erroneous identification is made within a period of three years from the date of the first erroneous identification, consideration be given to removal of the employee from fingerprint work. If the third error is not made within the three years from the date of the first error, the employee will start with a clean record. Mr. Tracy agrees. The Director approved.
21. That 10 Technical Section night force employees be assigned to the file section squad during the period of the night and day force overlap from 3:30 P.M. to 4:30 P.M. each day to assist in locating misfiled fingerprints. Mr. Tracy agrees.
22. That the searching prints of deceased persons through the criminal files be stopped after identifying them with a search through the master fingerprint cards. Mr. Tracy agrees.

23. That a search be made at this time to locate the 32 missing master fingerprint cards wherein no fingerprint card appears in the criminal files under the proper classification. If not found, a letter be sent to the contributor requesting a photographic copy of the fingerprint card retained by the contributor. Mr. Tracy agrees. Mr. Tolson approved.
24. That all single fingerprint master prints be researched 60 days after the index card has been placed in the temporary master index. If unable to locate the master card in final search, a letter be directed to the contributor requesting a photographic copy of the original print. Mr. Tracy agrees. Mr. Tolson approved.
25. That 8,000,000 old Government fingerprint cards and 40,000,000 National Defense fingerprint cards filed among the 102,000,000 noncriminal fingerprint cards be removed from the files and either destroyed or placed in dead storage. Mr. Tracy agrees but prefers to wait until such time as the space situation becomes acute.
26. That the problem of reducing the number of duplicate incoming fingerprint arrest cards continue to be a matter of study by the Identification Division. To intensify such study it is recommended that the Identification Division prepare an SAC Letter outlining the problem that it can be discussed by the field at police schools and law enforcement gatherings. As a further media, articles should be prepared for inclusion in the law enforcement bulletin. Mr. Tracy agrees.
27. That file jackets no longer be made solely to retain disposition sheets when only one fingerprint card for an individual is on file. Also, all these disposition sheets be destroyed after posting. Mr. Tracy agrees. The Director approved.
28. That typists in the Posting Section instead of posting information to the "additional record sheet" post directly to the master criminal record. Mr. Tracy agreed and recommended a 60-day trial period before permanent adoption of this change.
29. That clerks in the Posting Section upon requesting the fingerprint record for special postings attach all applicable correspondence to the charge-out requests so as to eliminate the necessity of matching correspondence with fingerprint records when received. Mr. Tracy disapproved but went along with the Executives Conference action approving the recommendation for a trial period for 90 days. The Director approved.
30. That the Remington Rand photographic process be continued on a permanent basis, in view of the elimination of 60 typists at an annual savings of \$85,000. Mr. Tracy agrees. The Director approved.

June 17, 1952

Honorable Robert Ramspeck
Chairman
U. S. Civil Service Commission
Seventh and F Streets, N. W.
Washington, D. C.

Attention: Mr. John A. Overholt

My dear Mr. Ramspeck:

67-032-664

In accordance with Section 7 (b) of Public Law 873, 81st Congress, as promulgated through procedural regulations contained in Chapter P4-6 of the Federal Personnel Manual concerning the establishment of Boards of Review pertaining to Performance Ratings, you are advised that the Federal Bureau of Investigation proposes to forego an election to choose new employee members to serve on the Board of Review and it is further proposed that the present Board be continued for an indefinite period. The FBI Board of Review at the present time is composed of the following: Agency Member, W. R. Glavin, Alternate, S. J. Tracy; Employee Member, John W. Martin, Alternate, C. P. Runaldus.

The present Agency Representative for the Federal Bureau of Investigation is Mr. Quinn Tamm, and it is proposed that he be continued in that capacity for an indefinite period.

In accordance with the Commission's regulations, copies of this letter are being posted on the various bulletin boards for the attention of the employees in the event they have any objection to the present incumbents continuing in office for an indefinite period in order that they may make their objection known to your office before the expiration of the prescribed ten-day period.

It is desired that the Bureau be advised of your approval of the foregoing.

Sincerely yours,

DUPLICATE YELLOW

John Edgar Hoover
Director

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

EJI:jvk

Copies of this letter were prepared for the Assistant Directors in order that such copies could be posted on the bulletin boards of each Division. (Sent direct)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

May 17, 1952

I certify that I have received the following
Government property for official use:

Recording Section Manual #4

ALPHABETICAL

NOT RECORDED

5 JUN 9 1952

FILE

READ!

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

S. J. Tracy
S. J. Tracy

151-611
70 JUN 12 1952

July 23, 1952

~~PERSONAL AND CONFIDENTIAL~~

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2012

Dear Mr. Tracy:

I have carefully reviewed the facts which have been presented to me in the matter of [redacted] an employee of the Identification Division, who has requested and received emergency annual leave on thirteen occasions since January 1, 1952, because he had overslept and was unable to get to work on time.

I want to express my extreme displeasure over the manner in which this has been handled. It is obvious that this employee has been abusing the privilege of emergency annual leave by requesting such leave for purely frivolous reasons. You have been instructed in the past that where an employee appears to be taking emergency annual leave for reasons which do not fall within the Bureau's definition of an emergency as set forth in the Manual of Rules and Regulations, that the employee is to be called to task and a clear understanding established with him to prevent future abuse.

It is apparent that [redacted] was permitted to continue taking emergency annual leave repeatedly for several months before any steps were taken by your division to put a stop to this practice. I want you to take immediate steps to prevent a recurrence of the abuses which have been brought to light in connection with this particular employee, and you are advised that I will not tolerate a repetition of this failure on the part of your division in the future.

Very truly yours,

John Edgar Hoover
Director

MAILED 11

JUL 23 1952

COMM-FBI

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

89 JUL 28 1952

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JW

July 21, 1952

~~PERSONAL AND CONFIDENTIAL~~

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2012

Dear Mr. Tracy:

I have carefully reviewed the memorandum you prepared to me under date of July 14, 1952, concerning certain items which appeared in a summary memorandum prepared for me under date of July 7, 1952, by the Training and Inspection Division. In your memorandum, you took issue with certain items appearing in the memorandum of question and with respect to these items I wish to advise you as follows:

Concerning the data which was furnished to me with respect to the errors occurring in the Technical Section of the Identification Division, I have been informed that the data submitted was in error, for February, 1952, contained a typographical error which, however, did not affect the percentage of errors for that particular month. The data for the month of April, 1952, was incorrect since this figure included only the searches in the Technical Section without including the reference searches with the result that the percentage of errors for this particular month incorrect.

I am very much concerned that you did not challenge these data when they were submitted to you by the Inspector in an administrative memorandum of May 15, 1952. According to Inspector Vechery, these very same data were submitted to you in an administrative memorandum and you were given an opportunity to study this material and check it not only for accuracy but also as to the conclusions drawn by the Inspector. This you did not do with the result that the Inspector would certainly have every reason to believe you accepted the data as being correct.

The item with respect to missed identifications in the memorandum of July 7, 1952, likewise contained erroneous data, it being noted that certain transpositions occurred which resulted in the

CC - Mr. Glavin

JPM:mb

67-7440-E-264
175 AUG 7 1952

Mr. Stanley J. Tracy
Washington, D. C.

July 21, 1952

error. It is noted, however, that correct data, with the exception of the figure for July, 1951, was previously submitted to you in an administrative memorandum.

What gives me the greatest concern is the fact that in connection with the missed identifications as well as the errors in the Technical Section, there were too many errors occurring in the Identification Division. I am sure you must realize that it is extremely embarrassing to the Bureau for so many errors to be sent out to contributors with the result that these same contributors have found it necessary to repeatedly call these to the Bureau's attention and in connection with two police departments, they have found it necessary to utilize form letters to report the voluminous errors occurring in the Identification Division. Although you have submitted data showing a decrease in such errors, I feel this situation is so serious that I am instructing you to take the necessary steps promptly to further reduce the errors in the Identification Division.

With respect to your objection to the item concerning the Card Index old work consolidation, it appears that you object to the number of misses which the Inspector reported as occurring daily whereas no mention is made of the principle involved or the principle observed by the Inspector in that no instruction were issued requiring that missed identifications detected by employees in the Technical Section be properly scored. Obviously, the Inspector's observations in this instance were well taken and the issue as to the number occurring per day is not the real problem involved. It will be your responsibility to see that this matter is promptly handled in the future.

With respect to your observation concerning the failure of employees in the Card Index Section to make complete searches, I want you to know that I am very much concerned with the findings of the Inspector in regard to this matter. The fact that the Identification Division has previously issued instructions and has an examination with respect to this item does not relieve you of the responsibility of insuring that employees are at all times properly handling their duties. You should insure that in the future employees of the Card Index Section will make proper searches.

Mr. Stanley J. Tracy
Washington, D. C.

July 21, 1952

Your comments concerning the discontinuance of a special delinquency report during the inspection have been noted. Obviously during an inspection it is not a question as to who suggested the discontinuance of an unnecessary practice but rather whether the practice should be studied and steps taken to eliminate unnecessary work. In this instance had you felt that the report in question was unnecessary prior to the inspection, you should have taken the necessary steps to inquire into it and insure that it was promptly eliminated. Your failure to promptly take action would indicate you were not alert to this matter and you failed to exercise the proper initiative in seeing that it was studied and possibly eliminated.

Your observation with respect to the filing of disposition sheets is not well taken and again if you felt that this procedure was unnecessary, you should have promptly submitted appropriate recommendations to me for discontinuing this work. As you know, it is your responsibility as an executive to constantly observe work practices and procedures and at any time you find that a work practice or procedure is unnecessary, uneconomical or should possibly be discontinued, you should then initiate a proper survey and submit appropriate recommendations to me for corrective action. In this instance, you did nothing until the inspection had commenced in the Identification Division.

Your comments with respect to the handling of security data appear to be incorrect since the Inspector's Aide who handled this matter stated that no one in the Identification Division had called this practice to his attention. He stated it was something he had observed and detected as being unnecessary and consequently he surveyed the matter and made appropriate recommendations to discontinue unnecessary work. Again, this is an instance where you, as the ranking executive in the Identification Division, failed to be aware of an unnecessary and uneconomical practice which should have been previously detected by you and steps taken to correct the situation.

Your observations concerning the removal of errors in the Typing Section appear to be quibbling and fall in the same category as my comments set forth hereinbefore in this communication to you. Irrespective of who may institute a particular practice or procedure in the Identification Division, if you subsequently find that this practice is uneconomical, unworkable or time-consuming, then you should promptly take steps to see that corrective action is immediately taken and not wait until the arrival of an Inspector to detect such weaknesses.

Mr. Stanley J. Tracy
Washington, D. C.

July 21, 1952

I want you to definitely understand that I am very much concerned over the condition of the work in the Identification Division. In spite of the fact you have taken issue with a few items appearing in the summary memorandum prepared for me under date of July 7, 1952, there were over twenty substantive items which appear to be incontrovertible and definitely indicate major weaknesses in the Identification Division requiring prompt corrective action on your part as well as the part of subordinate employees in your Division. I expect you to devote your efforts and energies as well as the efforts and energies of your subordinates to correcting those conditions found to be existing during the recent inspection of your Division.

Very truly yours,

John Edgar Hoover
Director

NAME: S. J. TRACY

ASSISTANT DIRECTOR

EOD: 10/16/33

GS-17, \$13,000

OFFICE OF PREFERENCE: NONE

INSPECTOR VECHERY:

Mr. Tracy is an excellent Administrator and well qualified to represent the Director in contacts with top level authorities outside the FBI on matters pertaining to the Bureau's work. He understands and knows how to handle problems of the inexperienced young employees assigned to the Identification Division. In his present position, his services are invaluable.

One of the major problems which has existed for some time is the uncertainty as to how many new employees will be assigned to the Identification Division. In this connection Mr. Tracy did not know the personnel quota for the Identification Division and this figure had to be secured by the Inspector from the Administrative Division. From October last to May 1, the Identification Division received about 7 per cent of new employees coming into the Bureau. Mr. Tracy advises that it is his understanding that approximately 50 per cent of new employees should be assigned to Ident.

In the administration of an operation of the size of the Identification Division, maximum efficiency can be attained only if the number of personnel finally authorized by the Bureau is definitely established and then actually maintained. Operating a business without this knowledge is inefficient and costly. Mr. Tracy states that a much more effective job could be done if it were possible to supply his Division with a steady flow of new personnel to replenish those employees who resign. If this were done, operating cost would become more significant since norms for each operation could

Inspection Report
Identification Division
Inspector F. D. Vechery
May 16, 1952

89 JUL 21 1952

10% Check
FBI - NOT RECORDED - 3
J. A. [Signature]
[Signature]
[Signature]

be established and watched closely. This would be good business management.

I DISAGREE
7-15-52 M

Mr. Tracy suggests and the Inspector concurs that a recruiting program be worked out by the Administrative Division which would place responsibility on certain designated field offices to recruit a certain number of individuals based on a predetermined monthly quota.


Concerning the assignment of new employees to the various Divisions, and particularly to the Identification Division, Mr. Glavin advised that the requests of the Divisions requiring the fewest number of new employees are filled first, the remainder then being distributed between the Records and Communications Division and the Identification Division on an equitable basis, according to their respective needs. If, for example, the delinquency in either the Records and Communications Division or the Identification Division is such that the proportionment should be on a 80/20 basis, such proportionment is made with Mr. Tolson's approval.

During the period from 10/1/51 to 4/7/52, there were 655 clerical personnel entering on duty. Of this number 227, or 35% were assigned to Divisions other than Records and Communications Division and the Identification Division. Three hundred twenty-four or 49% were assigned to the Records and Communications Division and 104, or 16% to the Identification Division. It will be noted that of the total of 428 employees assigned to the Records and Communications Division and the Identification Division, 76% were assigned to the Records and Communications Division and 24% to the Identification Division.

The Administrative Division advised that the 7% figure which Mr. Tracy has submitted as being the number of new employees assigned to the Identification Division is probably a correct figure if reappointments are not included as part of the total of new employees. The Administrative Division takes the position that all reappointments are to be considered as a part of the total of new employees entering on duty in computing

the percentage apportionment between the Records and Communications Division and the Identification Division.

In connection with Mr. Tracy's suggestion that a recruitment program be worked out which would place responsibility on certain designated field offices to recruit a certain number of individuals, based on a predetermined monthly quota, Mr. Glavin advised that such a method of recruitment had been tried but that it was found to be unworkable. He added that field offices when operating under a quota basis had placed more emphasis on quantity rather than quality, which was not in keeping with the Bureau's objective to obtain personnel qualified to meet minimum standards.



Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: July 23, 1952

FROM : Mr. Glavin

b6
b7C

SUBJECT: [REDACTED]

Identification Division
Non-Veteran

BEST COPY AVAILABLE

159 Tracy

By memorandum dated July 21, 1952, you were advised of the situation brought to light in the Identification Division involving 12 requests for emergency annual leave by the captioned employee since January 1, 1952. This memorandum stated that this matter was not reported by the Identification Division until June 16, 1952. The Director has inquired why did the Administrative Division delay in handling this. There hereinafter follows the chronological sequence of the handling of this matter since the time it was originally reported by the Identification Division:

This matter was initially reported to Mr. Tracy by Miss Loretta, Personnel Counselor of the Identification Division on June 17, 1952. Mr. Tracy forwarded the original memorandum to the Chief Clerk's Office, it being received at 8:16 p.m. on June 18, 1952.

This matter was assigned to Supervisor R. J. Sullivan in the Administrative Action Unit for handling. Mr. Sullivan at the present time is on leave and does not have a telephone at his vacation address. He returns from annual leave on July 26, 1952, at which time he will be immediately instructed to submit a memorandum concerning his handling of this matter.

As far as can be determined at this time, when he received the memorandum, he immediately requested the Leave Unit to furnish an analysis of this employee's leave. This analysis was furnished as of June 23. It is noted that Sullivan would not have had this matter for handling before the opening of business Thursday, June 19, at which time it was sent to the Leave Unit. The Leave Unit had it Friday, June 20, to work on it, and returned it on the next work day, Monday, June 23. Mr. Sullivan then dictated a memorandum on this matter, the memorandum being dated June 25. Mr. H. L. Edwards, Personnel Officer, discussed this memorandum with Sullivan, instructing that he secure additional information from the Identification Division, such as when the matter was originally reported to the Personnel Counselor in the Identification Division, how many times employee [REDACTED] had been warned by supervisory officials, and the exact number of instances which this employee requested emergency annual leave, as well as specific

Memorandum to Tolson
7-20-52
H. L. Edwards

Memorandum to Tracy
Mr. Tolson
7/24/52

3/10

BEST COPY AVAILABLE

reasons given by the employee for emergency annual or sick leave. Sullivan requested SA Supervisor Hodgkins, Personnel Assistant of the Identification Division, to furnish the information aforementioned on Monday, June 30. (The reason for the delay from June 26 when Sullivan received the matter for additional information Thursday, until Monday, June 30, will be ascertained from Sullivan immediately upon his return from leave.)

SA Hodgkins prepared a memorandum for Mr. Tracy dated July 2 containing the above information, and the matter was returned to the Chief Clerk's Office on Thursday, July 3. Friday, July 4 was a holiday, the next work day being Monday, July 7. The matter was referred to SA Supervisor J. J. Ring for handling on July 9, since Sullivan was on annual leave, such leave beginning July 7. Mr. Ring dictated a memorandum on this particular matter on the same date, July 9. A copy of this memorandum is attached hereto. Ring recommended that a memorandum be directed to Mr. Tracy, advising him that sick leave without evidence of abuse, or excessive requests for emergency annual leave could not be made the basis for censure to an employee, that such matters reflect on the supervisory and divisional head of the Division, whose responsibility it is to control such requests at the proper level. Mr. Ring, in his memorandum, recommended that Mr. Tracy be instructed immediately to have each and every case of abnormal sick and annual leave record examined so that proper supervision may be afforded these requests. This memorandum was transcribed on July 10 and was returned to Mr. Ring by Supervisor J. A. Edwards, Assistant Personnel Officer, to prepare the necessary memorandum to Mr. Tracy. Such a memorandum was dictated by Mr. Ring on Monday, July 14, and was transcribed under date of July 16. It was then forwarded to Mr. Mohr for approval. Mr. Mohr instructed the Supervisor in charge of the Administrative Action Unit to contact Mr. Tracy to determine what policy was being followed by the Identification Division in the matter of granting emergency annual leave in cases such as this. This instruction was issued by Mr. Mohr on July 18, and Supervisor Ring immediately contacted Tracy on that date. Mr. Tracy advised that it was the responsibility of the supervisory officials to observe abuses in this matter. He advised that Supervisor G. J. Ingert was the Supervisor in charge of the section to which [redacted] was assigned. Ring therefore telephonically communicated with Ingert, requesting him to submit a memorandum on this subject. This request was made on the same date, Friday, July 18. The memorandum had not been received by the opening of business Monday morning, July 21, and Mr. Ring immediately again communicated with SA Ingert, instructing that the memorandum be immediately sent over to the Administrative Division by special messenger. His memorandum was received 10:30 a.m.

Why was Tracy allowed to brush aside this matter? It was his responsibility to see that his subordinates

came out of line or knew the reason why they didn't. H

Why a delay in getting this matter handled? It was his responsibility to see that his subordinates

Monday, July 21, and the complete memorandum covering this matter was immediately dictated upon receipt of the supplemental information from the Identification Division. Mr. King personally brought this matter to my office, and I incorporated my recommendations thereto, forwarding it to Mr. Mohr for handling. Mr. Mohr suggested additional information to be included in the memorandum. It was immediately included and returned without any loss of time on July 21.

As soon as Mr. Sullivan returns from annual leave, his memorandum concerning this matter will be secured. From the details of the handling of this matter which are included in this memorandum, Mr. King, who handled it to completion, handled it without any delay whatsoever and I do not feel that he is subject to criticism in this regard.

Attachment

WV

209
7/23

2
Well it tooks from
July 9 the day King
took over until
July 21 to finally
get a memo thru
on a matter which
arose on June 17
& final reached
Glavin's Office on
June 18. No one
understand the fact
that this procedure
is a sychic if
such delays exist

h.

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : Mr. Glavin
FROM : H.L. Edwards

July 21, 1952

SUBJECT:
Identification Division
Non-veteran

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b7C

The Identification Division has reported that this employee has requested emergency annual leave on 13 occasions since January 1, 1952, because he had overslept and was unable to get to work on time. It is also pointed out that he has taken 8 days and 6 hours sick leave since that time. The Identification Division has referred the matter for administrative action.

ATTENDANCE RECORD

There is set forth below the amount of leave taken by the captioned employee since January 1, 1952.

<u>1952</u>	<u>SICK</u>	<u>ANNUAL</u>
1-1		8 hours
1-8 thru 1-9		5 hours 1-8 3 hours 1-9
1-17	4 hours	
1-23	4 "	
1-29		1 "
1-31		1 "
2-13	8 "	
3-3	8 "	
3-11		1 "
3-17	8 "	
3-19		1 "
3-24		2 "
4-3		4 "
4-4	2 "	
4-16	8 "	
4-17		3 "
4-25		3 "
5-5		1 "
5-9		1 "
5-12	8 "	
5-14	4 "	
5-22		1 "
5-23		1 "
5-28		1 "
6-22		1 "

TPR:fsb

Copy

1952 (Cont'd)

SICK

ANNUAL

6-6		3	"
6-9	8	"	
6-10		1	"
6-12		4	"
6-30	8	"	

TOTAL

70

46

As of 7-5-52, [] had 35 hours of accrued annual leave and 15 hours of accrued sick leave.

b6
b7c

INTERVIEW WITH EMPLOYEE

The Identification Division has advised that the captioned employee was interviewed regarding this matter and his attitude was most commendable. He admitted he had been careless in asking for unscheduled leave on so many occasions and with reference to his sick leave record, he stated sincerely that he has never used sick leave unless he was too ill to attend work. Nelson seemed very concerned over this matter and stated that he hoped he would not be severely punished as he was very anxious to continue his employment with the Bureau.

[] Supervisor, Mr. Nolan, was contacted by Miss Lomedico and has advised that basically [] is a very fine person of good character; however, he has been careless in calling up for unscheduled leave and Nolan advised that [] had been warned regarding this matter. Mr. Nolan is of the opinion that a letter from the Bureau regarding his attendance record would fully impress Nelson and would cause him to continue to do good work and would develop into an even better than average employee.

COMMENTS OF THE IDENTIFICATION DIVISION

The Identification Division was requested to explain why this matter had not been brought to light sooner, inasmuch as it appears that this employee requested emergency annual leave on 13 occasions since January 9, 1952, before the Identification Division referred this situation for administrative action.

Assistant Director Tracy states that emergency annual leave is granted in each case after considering the facts in that particular case. He advises that where there appears to be an

abuse, the responsibility of the supervisory officials to notice this and refer the matter to the Personnel Counselor. He claims that the Identification Division endeavors to watch very carefully the requests for emergency annual leave so that there will be no abuse of this privilege.

b6
b7c

Supervisor Engert of the Technical Section of the Identification Division to which [] is assigned states that there are approximately 687 Technical Section employees. In the event an employee desires leave for personal reasons, he may call in before 8:00 a.m. but no later than 8:10 a.m. These calls are received by various supervisory officials, inasmuch as there are an average of 35 or 40 such calls each morning. The repeated requests by Nelson apparently were not noticed because Supervisor Engert states that it was not until 2 calls were taken on successive days from this employee that the matter was referred to the Personnel Office for possible consideration. Actually, Personnel Counselor Hodgins states that the matter was not brought to his attention until about June 16, 1952, at which time [] was interviewed.

The Identification Division was requested to advise whether [] had previously been admonished concerning his practice of requesting emergency annual leave because he had overslept. Personnel Counselor Hodgins advised that Clerical Supervisor Nolan estimated that he cautioned [] at least twice regarding emergency annual leave. These warnings were on an informal basis and no record was made.

With regard to the employee's sick leave (January 8, 1952 to July 5, 1952) he took 8 days and 6 hours sick leave. The Identification Division advises that the only specific reasons given by this employee for this sick leave were colds or an upset stomach.

The Identification Division was requested to advise whether a record is made of the reason given by an employee who requests emergency annual leave. Personnel Counselor Hodgins states that the supervisory official receiving such a call requests the employee for a reason why emergency annual leave is being sought but no permanent record is made of the reason advanced.

INSTRUCTIONS TO IDENT DIVISION ON THE MATTER OF GRANTING EMERGENCY ANNUAL LEAVE

During the inspection of the Identification Division conducted in November, 1949, by Inspector K.R. McIntire, the matter of emergency annual leave in the Identification Division was considered at some length. At that time, Inspector McIntire noted that there appeared to be too many instances wherein employees were requesting emergency annual leave for frivolous reasons. The Inspector

instructed that in the future where an employee takes emergency annual leave and the reason given does not appear to come within the Bureau rules for such leave, the employee should be interviewed for further details. (Section 6R (7) of the Manual of Rules and Regulations states that emergency annual leave is to be requested to take care of emergency matters such as illness in the family or death in the family.) Then if there appears to be an abuse, this abuse should be pointed out to the employee and a clear understanding established to prevent future abuse with adequate warning to the employee. This recommendation was concurred in by Assistant Director Tracy.

RECOMMENDATION OF THE IDENTIFICATION DIVISION

The Identification Division has recommended that a letter of censure be directed to [redacted] pointing out to him that he has found it necessary on entirely too many occasions to call in at 8:00 a.m. in the morning for an hour's leave because he had overslept.

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VETERANS STATUS

[redacted] is not a veteran and therefore is not entitled to 30 days' written notice in the event he is suspended for more than 30 days, involuntarily separated from the service, or demoted in grade.

RECOMMENDATIONS OF THE ADMINISTRATIVE DIVISION

It is noted that during the first six months of the present calendar year this employee was permitted to take emergency annual leave on 13 occasions before the matter was referred to the Administrative Division for handling. From a review of the facts in this case it appears that the emergency annual leave which was for the most parts in units of one hour was granted because he had overslept and was unable to get to work on time. It is further noted that Clerical Supervisor Nolan of the Identification Division stated that he had cautioned [redacted] at least twice regarding such emergency annual leave. These warnings were on an informal basis and no record was made.

It is the opinion of the Administrative Division that this matter was poorly handled in the Identification Division. It is felt that the supervisors of this employee in the Technical Section of the Identification Division should have been able to spot his abuse of emergency annual leave and after emergency annual leave had been granted on the first and second occasions that this employee should have been advised that further requests for emergency annual leave because of oversleeping would not be approved and that he would be charged with unexcused tardinesses.

As a matter of fact, under present Bureau regulations if the employee had not called in for emergency annual leave which was granted but had reported late for work merely because he had overslept, he would have been subject to disciplinary action after five such tardinesses. It is felt that this particular case should have been handled in this manner by the Identification Division. b6 b7C

In view of the fact that this employee was granted emergency annual leave by the Identification Division even though it is felt that such emergency annual leave should not have been granted in the majority of instances in this case, Employee [REDACTED] cannot be censured for tardinesses. It is recommended, however, that he be censured and placed on probation for his lack of reliability as reflected by his requests for emergency annual leave on 13 different occasions during the first six months of 1952.

It is further recommended that Clerical Supervisor N.A. Nolan, SA Supervisor Engert and Assistant Director Tracy be censured for the unsatisfactory manner in which this matter was handled and that they be advised that more care must be exercised in the handling of such matters in the future.

A PERMANENT BRIEF OF [REDACTED] PERSONNEL FILE IS ATTACHED.

Tolson's notation: "1. I recommend censure, probation and suspension for ten (10) days for [REDACTED] (He is not to be used on tours)

2. Censure and probation for Nolan and Engert
3. Strong letter of censure to Mr. Tracy
4. A specific survey of any similar cases of excessive tardinesses or abuses of emergency annual leave in Ident. Div. by an Inspector."

Hoover's notation: " I concur".

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 7-16-52

FROM : J. P. MOHR

SUBJECT: INSPECTION
IDENTIFICATION DIVISION 1952

Inspector Frederic D. Vechery conducted an inspection of the Identification Division which started March 31, 1952 and was virtually completed on June 5, 1952. Mr. Vechery prepared a summary memorandum of his findings under date of June 30, 1952 setting forth the results of the inspection of the Identification Division. As a result of this summary memorandum, Messrs. Tracy and Quinn Tamm were placed on probation.

Under date of July 7, 1952, Mr. Vechery prepared a summary memorandum consisting of eight pages, which memorandum summarized the findings during the inspection. The memorandum of July 7, 1952 was prepared for the Director for a personal interview between the Director and Mr. Tracy. The yellow of the memorandum of July 7, 1952, was checked out by the Director to various Bureau officials, including Mr. Tracy. When Mr. Tracy obtained the yellow of this memorandum, he took exception to certain items appearing there in and other items he ignored. The following is a list of the items succinctly stated which appeared in the memorandum of July 7, 1952 which Mr. Tracy ignored and to which he interposed no objections:

1. Destruction of routing slips containing possible card index errors with result certain errors were not being scored.

2. Non-criminal fingerprint cards estimated at 1.68% misfiled, making an estimated total of 1,680,000, necessitating the assignment of 20 employees to correct.

3. Combination to Inspector Quinn Tamm's safe not changed annually.

4. Productivity of stenographers not adequately reviewed. Inspector recommended transfer out of six stenographers.

5. Inventory records not accurate and 110 different types of equipment out of balance.

6. Miss Dawson, in violation of the 60-day tickler rule, maintained ticklers dating back to 1928.

7. Use of form recommended to replace signature mail to foreign countries.

7a. Use of a form by two departments to report errors to the FBI.

7b. Bureau car assigned to Identification Division improperly maintained.

8. Discontinued practice of following other law enforcement agencies for disposition of cases at the request of foreign countries.

9. Discontinued auxiliary log in Tickler Section on wire answers.

10. Searches of common names in Card Index slow.

11. Discontinued use and rental of Telautograph machine.

12. Institute periodic check and audit of Divisional Welfare Fund.

13. Discontinued direct answer on prints to National Academy graduates.

14. Discontinue maintenance of 227 burial forms. Duplication.

15. Discontinue maintenance of 3600 unidentified latent prints.

16. Prints of deceased persons unnecessarily searched after identification.

17. Unnecessary routing of wires.

18. Unnecessary work in Card Index concerning Laboratory requests.

19. Special Card Index Searchers used as Special Messengers occasionally.

20. Discontinued unnecessary posting.

21. Eliminated expenditure of unnecessary time in obtaining records for special posting.

22. Discontinued on trial basis making ticklers on correspondence.

Mr. Tracy in a memorandum dated July 14, 1952 has taken exception to 7 items. Briefly stated they are as follows:

1. Searches and Reference Searches.

In the memorandum of July 7, 1952, Mr. Vechery made the following statement: "Sufficient supervisory emphasis had not been placed by Mr. Tracy on the matter of substantive and procedural errors being made in connection with the searching of prints in the Technical Section. The following tabulation of available figures indicates the rise in the percentage of errors made during the two months immediately preceding the survey:

	<u>Total of Searches</u>	<u>No. of Errors</u>	<u>Percentage</u>
February 1952	280,956	1,853	.385
March 1952	559,671	2,478	.44
April 1952	331,955	1,970	.59

Mr. Tracy submitted figures for total searches and reference searches in the Technical Section of the Identification Division for the period from December 1951 through June 1952 and Mr. Tracy pointed out that the figures utilized by Mr. Vechery were in error and that the correct figures, which Mr. Tracy obtained from the Statistical Section of the Records and Communications Division, indicated that the percentage of error from December 1951 through June 1952 has been on a gradual decline. Mr. Tracy also pointed out that the figures used by Mr. Vechery were in error, particularly the figure 280,956 for the month of February and the figure 331,955 for the month of April.

Mr. Vechery admits that the figure 280,956 is an error and that this was a typographical error and should have been 480,956. Mr. Vechery also admits that the figure for April 1952 is an error. However, he states that this figure is based on information obtained from a clerical employee in the Recording Section of the Identification Division and that the aide who was instructed to obtain these figures apparently obtained the searches without the reference searches.

It should be noted that this error on the part of Mr. Vechery is a very serious error since it goes to the very heart of the number of errors being made in the Technical Section and would indicate that rather than extending the training for fingerprint searchers in the Technical Section that the program of training in force before the inspection is undoubtedly adequate. Mr. Vechery should be censured.

2. Missed Identifications

In the memorandum of July 7, 1952, Mr. Vachery stated the "number of errors made by the Bureau and reported to the Bureau by outside contributors increased substantially during the period July 1950 through March 1952. Some of these errors have been embarrassing and the frequency has been so great that two organizations have prepared form letters to the FBI, which are used in calling our attention to our own errors. The extent of errors detected by outsiders indicated by the following figures:

	<u>MISSSED IDENTIFICATIONS</u>
July 1950	84
January 1951	110
July 1951	244
March 1952	276

Directors Notation:

But I understand that Tracy raised no question re this when called to his attention during Inspection. I may be in error as to this so check with Vechery.

s/s/ H.

Mr. Tracy in his memorandum of July 14, 1952 pointed out that the figures furnished to the Director were incorrect and should have shown 64 missed identifications for July 1950 instead of 84; 84 missed identifications for January 1951 instead of 110 and 116 missed identifications for July 1951 instead of 244. Mr. Tracy submitted additional figures for missed identifications for April 1952 of 200, May 1952 138 and June 1952, 118, which of course shows a decline in the number of missed identifications which are called to the attention of the Bureau by outside sources.

Mr. Vechery admits that the figures for July 1950, January 1951 and July 1951 in the memorandum of July 7, 1952 are incorrect and resulted from a transposition which he was preparing the memorandum of July 7. Mr. Vechery points out that the administrative writeup which was prepared shows the correct figures, except for the month of July 1951 in which he used a figure of 110 instead of 116 and that error occurred through the Inspector's Aid reading an "0" for a "6". Mr. Vechery also points out that his findings of missed identifications reported to the Bureau from outside sources reflected that for 21 months there was a definite increase in missed identifications starting with 64 in July 1950 and increasing until a peak was reached in March 1952 of 276. Mr. Vechery stated that he thought this situation was serious because of the increase in missed identifications and the fact that two police departments apparently were receiving so many that they had even prepared form letters to report these missed identifications to the Bureau.

Mr. Vechery drew a correct conclusion to the effect that missed identifications called to the Bureau's attention from outside sources were increasing. It is also significant that at no time prior to the inspection did Mr. Tracy call to the Bureau's attention the tremendous increase in the number of missed identifications called to the Bureau's attention by outside sources but Mr. Tracy states that this condition resulted from a great increase in new employees during the latter part of 1951, which resulted in additional errors and that the problem of missed identifications had been called to the attention of Technical Section employees by Mr. Quinn Tamm in January, 1951, every searcher in the Technical Section received retraining in classroom instruction and that individual errors were called to the Bureau's attention for disciplinary action in accordance with the Identification Division rules on this subject. It is noted that the correct figures concerning missed identifications were furnished to Mr. Tracy in an administrative writeup during the inspection and Mr. Tracy took no exception to these data prior to the memorandum of July 7, 1952. I think, however, that Mr. Vechery's erroneous figures would definitely mislead the Director during a discussion with Mr. Tracy on the condition of the work in the Identification Division and Mr. Vechery should be censured.

3. Card Index Old Work Consolidations:

In the memorandum of July 7, 1952, Mr. Vechery stated: "No instructions were issued by Mr. Tracy requiring that missed identifications caught by employees in the Technical Section and scorable against employees in Card Index in connection with noncurrent or 'old work' prints be so scored..... there are about 30 such misses

occurring daily."

Mr. Tracy takes issue with the figure 30 which Mr. Vechery used in this instance and cites the figures for the entire month of May, 9 misses; June 1952 8 misses, and the period July 1 through July 10, 1952, 1 miss.

Mr. Vechery stated that on May 11, 1952 100 missed identifications in the Technical Section with errors on them were reviewed and of this number 32 were found to be scorable as Card Index errors. Mr. Vechery stated a check was made with employees handling this work in the Technical Section and they reported 30 such misses occurred daily. Mr. Vechery said since his findings for one day of 32 confirmed this report he used the figure 30 in his writeup.

CONCLUSION: Mr. Vechery may have been hasty in utilizing a figure of 30 in this instance based on a 1 day check and a check over a longer period of time would have been more desirable. Mr. Tracy, on the other hand, appears to be quibbling and has ignored the principle involved here in that no instructions had previously been issued as to the proper manner of scoring such errors. It should be noted that an administrative writeup on this matter was submitted to Mr. Tracy dated May 15, 1952 and he took no exception to it at that time, simply commenting that the matter would be closely supervised even though the writeup pointed out there were 30 such misses daily and not scored.

4. Complete Card Index Searches.

In the memorandum of July 7, 1952, Mr. Vechery stated as follows: "Many of the Card Index searchers who were interviewed by the Inspector stated they were not making completed searches, that is by name through all names and fingerprint classifications appearing on the fingerprint card. This procedure is set out in the Card Index Manual and is necessary to effect consolidation of records during the current work searching processes. Inadequate supervision."

Mr. Tracy in his memorandum of July 14, 1952, simply stated that a complete search is required, that an examination is given to Card Index searchers which contains a question on this point which cannot be misunderstood.

Mr. Vechery states that in an administrative memorandum dated May 5, 1952, it was recommended that each group leader be instructed to contact all searchers under their supervision and impress upon them the necessity of following the existing rule that searches must not stop when an index card is located but the search must continue to completion. Mr. Tracy in reply to this administrative memorandum stated that appropriate instructions would be issued to each group leader so that the existing rule in the Card Index Manual will be followed. Mr. Vechery further stated that the Inspector's Aid who conducted the interviews with the searchers told Mr. Vechery there was a minimum of 15 searchers interviewed who stated they did not make complete searches.

a. Filing of Disposition Sheets

One of these items was the filing of disposition sheets and Mr. Vechery pointed out in the memorandum of July 7 that it was not necessary to keep them and by not filing them the Bureau saves over \$21,000 per year.

Mr. Tracy points out that the filing of these disposition sheets was recommended by a previous survey by the Training and Inspection Division; however, the Identification Division objected because of the cost involved. He said that the Identification Division requested the Inspectors to recheck this matter; however, in the summary it was claimed as the Inspector's suggestion.

Mr. Vechery stated that Supervisor Anderson of the Identification Division did mention to one of the Inspector's Aides that he felt that the continued filing of disposition sheets was unnecessary and he thought the Inspector should check into it. Mr. Vechery states that he did check into it and as a result the matter was submitted to the Executives Conference and the Director approved discontinuing the filing of disposition sheets.

CONCLUSION: I think Mr. Tracy is quibbling on this point and there is no question but what the changed procedure was brought about as a result of the inspection. Had Mr. Tracy felt prior to the inspection that the filing of disposition sheets, regardless of whether it was a previous Bureau policy or not, was unnecessary, he should have taken appropriate action to call it to the attention of the Bureau. No such request was made by Mr. Tracy.

b. Handling of Security Data.

The memorandum of July 7, 1952 stated "Sending unnecessary records to Mr. Belmont, thus adding to work needlessly in Ident and the Domestic Intelligence Division."

Mr. Tracy in his memorandum objects to the language used in connection with this item; that the connotation here is that Mr. Tracy and his subordinates were not alert to this situation. He said that the facts are that the Inspectors were requested by the Identification Division to make this survey.

Mr. Vechery stated that he checked with the Inspector's Aide who handled this specific matter and the Aide, a Supervisor in the Domestic Intelligence Division, stated that no one in the Identification Division called this matter to his attention but he detected it was unnecessary work. As a result he instituted a survey and recommended the discontinuance of the sending of unnecessary records to Mr. Belmont. It is noted in the administrative memorandum submitted to Mr. Tracy on this matter he simply made the notation concerning the recommendation of the Inspector, "I agree."

COPY:

CONCLUSION: Mr. Tracy's objection to this item is not well taken and he is simply quibbling because in the administrative writeup which he received on May 5, 1952 he stated appropriate instructions would be issued to the group leaders.

5. Special Delinquency Report

In the memorandum of July 7, 1952, Mr. Vechery stated: "A number of procedural changes were determined by the Inspector to be desirable in the interests of economy and efficiency. Had Mr. Tracy been alert to the operational procedures within the division it would have been possible for all of these changes to have been made by him prior to the inspection." Mr. Vechery had brought about the discontinuance of the preparation of a special monthly delinquency report which contained information that was already included in another regular monthly delinquency report submitted by the Identification Division which amounted to duplication.

Mr. Tracy in his memorandum of July 14, 1952 stated that this report was specifically called to the attention of the Inspectors by the Identification Division with the request that a recommendation be made concerning it and that it was pointed out to the Inspectors that it was a duplicative report; however, it was being submitted at the request of Mr. Tolson and if it was to be discontinued Mr. Tolson's concurrence must be obtained.

Mr. Vechery stated that during the inspection, Supervisor Anderson of the Identification Division did state that the report had been submitted monthly for about a year but that he doubted the value of it inasmuch as it was in part a duplication of another report. Mr. Vechery said he checked into the matter with Mr. Tolson and Mr. Tolson speedily approved the discontinuance of this report.

CONCLUSION: The point raised by Mr. Tracy as to how or who during the inspection raised the question of this delinquency report is rather trivial in my estimation. The important point is that if Mr. Tracy or any of his Supervisors thought this report was duplicative or unnecessary at any time, they should have promptly called it to the attention of Mr. Tolson to determine whether it should be continued or not.

6. Streamlined Procedures.

Mr. Vechery in his memorandum of July 7, 1952, under item 12, listed nine items which he considered to be streamlined procedures which were recommended by the Inspector and pointed out that had a study been made by Mr. Tracy or by his subordinates under his direction it would have been possible to detect unnecessary effort expended by personnel assigned to the division.

CONCLUSION: Here again I think Mr. Tracy is quibbling and the point boils down to a question of who should claim credit for surveys which are made during inspections and subsequent recommendations which are finally approved resulting in time-saving devices or economy procedures. Obviously if Mr. Tracy or any of his Supervisors felt that the procedure being followed was unnecessary they should not have waited until an Inspector came over to make a survey and determine whether they were doing unnecessary work.

C. Removal of Errors - Typing Section

The memorandum of July 7, 1952 prepared by Mr. Vechery stated: "A Unit Supervisor (GS-5), when agreeing with typists that an error should not be scored against the typist was required to get a confirmation of her decision from the Correspondence Review Clerk (GS-6). The Inspector recommended and Mr. Tracy agreed that the Unit Supervisors be permitted to remove errors without contacting the Correspondence Review Clerk in order to save time."

Mr. Tracy in his memorandum of July 14, 1952 stated that the system invoked here was placed in effect by the Training and Inspection Division on the basis of a recommendation of former Inspector H. B. Long. Mr. Tracy stated that the recommendation as submitted by the current inspection was a recommendation of the Identification Division.

Mr. Vechery advised that Miss Dawson, the clerical supervisor in charge of the Typing Section, did mention the matter to the Inspector's Aide. The Inspector's Aide checked into the matter and the recommendation was made that the procedure be discontinued, thereby saving time.

RECOMMENDATIONS:

1. I recommend that Mr. Tracy be advised:

a. That Mr. Vechery used incorrect figures in computing the errors in the Technical Section of the Identification Division for the months of February, March and April 1952 and as a result drew an erroneous conclusion from this data.

b. That as a result of a transposition error and a typographical error, the data submitted to the Director in the memorandum of July 7, 1952 with respect to missed identifications called to the attention of the Bureau from outside sources were in error; however, that correct figures had previously been submitted to Mr. Tracy in the form of an administrative memorandum.

c. That the remainder of his objections appear to be quibbling and trivial and fail to answer the substance of the findings of the Inspector.

d. That there were 24 incontrovertible items found by the Inspector to which Mr. Tracy did not take exception.

e. That as a result of the findings of the Inspector, he and Mr. Quinn Tamm were properly placed on probation and they are being continued on probation until they correct the conditions existing in the Identification Division.

2. It is recommended that a letter of censure go forward to Mr. Vechery for his failure to obtain correct figures concerning the errors in the Technical Section for the months of February, March and April 1952 and for the errors in the memorandum of July 7, 1952 with respect to the missed identifications called to the Bureau's attention from outside sources.

3. It is recommended that a letter of censure go forward to Mr. Mason for his failure to insure that the memorandum of July 7, 1952 for the Director's personal attention was accurate in all respects.

DIRECTORS NOTATION: "I CONCUR." H.

August 4, 1952

~~PERSONAL AND CONFIDENTIAL~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2012

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington 25, D. C.

BEST COPY AVAILABLE

Dear Mr. Tracy:

Attached is a copy of the survey conducted by
Inspector T. R. Naughten concerning policies and procedures
followed in the Identification Division in the granting of
emergency annual leave and the recording of tardiness.

The survey shows that prior to July 23, 1952, there
was absolutely no system in operation in the Identification
Division whereby it would be possible for you to prevent abuse
of emergency annual leave privileges by the employees under
your supervision. In the absence of any means of checking on
the granting of emergency annual leave, it was possible, as
shown by the survey, for four employees to request and obtain
emergency annual leave on two occasions each this calendar year,
due to oversleeping. It was possible for two employees to
obtain such leave on four occasions for the same reason, one
employee on six occasions and one employee on nine occasions.
It is realized that in the instance of the employee who abused
emergency annual leave privileges to the extent of nine
occasions this year, your Division had discovered this prior
to the beginning of the survey. The fact remains, however,
that the other instances of multiple occasions on which
employees sought and received emergency annual leave are
solely to oversleeping, clearly point to undetected abuses.

I must hold you responsible for this failure in
personal supervision, particularly since these instances of
abuse were not confined to any one section of the identifica-
tion division.

I have been informed that on July 23, 1952, you
inaugurated a system which is uniform throughout the identifica-
tion Division and which will result in your being advised in
each instance of the reason advanced by the employee requesting
emergency annual leave so that you will be in a position to

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

cc: Mr. Glavin (Attention: J. L. Edwards)

TEN:BRW

BEST COPY AVAILABLE

determine whether the reason advanced is justifiable. Had you had such a system in operation prior to July 22, 1952, I am sure that the abuses detected during the survey could certainly have been prevented in the first instance.

I insist that you personally consider yourself responsible for the operation of this system and only in your absence can the As. 1 Gen. of the Division assume your responsibility.

The Inspector found that your systems for following tardiness and sick leave are working satisfactorily. It is expected that you will continue to see that these two matters receive the closest supervision, which is regarded also as your personal responsibility.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

Attachment

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

August 1, 1952

MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

<u>NAME</u>	<u>OFFICE</u>	<u>DATE</u>	<u>LAST INSPECTION</u>	<u>DATE OF LAST RECHECK</u>	<u>REASON</u>
J. E. Thornton	St. Louis	9-5-51 Continued 1-4-52	4-28-52	7-31-52	Delinquencies disclosed during inspection and because of delinquencies during recheck inspection of the Boston Office.
C. E. Weeks	Honolulu	2-26-52	1-19-52	-----	Improper supervision of a security investigation in the Honolulu Division.
G. W. Willis	Norfolk	4-3-52	2-16-52	-----	Delinquencies disclosed during inspection of the New Haven Office.
A. F. Lorton	Houston	4-19-52	4-11-52	5-16-52	As a result of an inspection of the Houston Office made by Mr. Brown regarding a Chief Clerk giving wrong information regarding a check she made on office ticklers.
A. Cornelius, Jr.	Philadelphia	7-8-52	12-12-51	-----	Failure to bring about the necessary improvement in the criminal informant coverage of that Division.
P. J. Shine	Cleveland	7-9-52	6-21-52	-----	Because of inequitable sharing of overtime burdens.

86 AUG 26 1952

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>REASON</u>
Tracy, S. J.	Assistant Director	7-2-52	Delinquencies disclosed during inspection of the Identification Division.
Hamm, Q.	Inspector	7-2-52	Delinquencies disclosed during inspection of the Identification Division

Respectfully,

W. R. Glavin

copy -93

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

DATE: July 24, 1952

TO : MR. TOLSON

FROM : Mr. S. J. Tracy

SUBJECT:
IDENTIFICATION DIVISION

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b7C

Mr. King called me Friday afternoon, July 18, with reference to this matter. I informed him that it was my responsibility to see that there were no abuses of leave privileges. He inquired concerning certain details and I told him I was out of the city the last of June and suggested he talk directly with the Technical Section.

Mr. King talked with Mr. Engert late Friday afternoon and requested certain information and that a memo be prepared. Mr. Engert advised him he would have to check the records to prepare the memo.

It should be noted Mr. Engert was on an inspection in the Security Division the last of June and the first of July and it was necessary that he make a check for details. He made this check and also discussed the matter with me late Friday.

The memo was dictated early Monday morning and delivered to the Administrative Division by 10:30 A. M.

SJT:ldk

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AUG 12 1952

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

FROM : H. L. EDWARDS *HL*

SUBJECT: STANLEY J. TRACY
Assistant Director
Identification Division

DATE: September 9, 1952 ✓

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alden _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

On Mr. Tracy's physical examination at Bethesda, Maryland, on April 3, 1952, it was noted that he had a hearing defect in the left ear, and that a submucous resection would be performed at the Naval Hospital if he so desires.

Mr. Tracy telephonically advised this office on September 9, 1952, that he prefers to wait until cooler weather to have this done. He will contact this office sometime in October, at which time arrangements will be made for his hospitalization at the Naval Hospital.

JWB:mec

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17 SEP 12 1952

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

8/15/52

I certify that I have received the following Government property for official use:
~~/returned/~~

Manual of Leave Regulations #158

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE

30 AUG 21 1952

FILE
WBG

DO NOT RECORD-11

Very truly yours,

Stanley J. Tracy, SA

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : Mr. H. H. Clegg

DATE: October 9, 1952

FROM : Mr. S. J. Tracy

SUBJECT : FIRST AID TRAINING
BUREAU WAR PLANS

A volunteer class of the following Special Agents and supervisor John G. Creighton was scheduled from September 8, 1952, to October 3, 1952, to receive first aid training. The instructor was Miss Ada R. Mitchell, a qualified first aid instructor.

Stanley J. Tracy
Quinn Tamm
Guy Hottel
Arthur F. Hodgins
Russell C. Anderson
Gerard J. Engert

The above have been added to the list of the employees in Division One who have qualified in first aid training.

GH:br

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85 OCT 27 1952

S. J. Tracy

The Director

9/16/52

H. H. Clegg

SUMMARY OF RECHECK INSPECTION
IDENTIFICATION DIVISION
SEPTEMBER 1952

A recheck inspection of the Identification Division was made by Inspectors B. C. Brown and H.C. Van Pelt from 9/9-15/52.

All delinquencies reported in the last regular inspection of the Identification Division were found to have been corrected, except as hereinafter set forth.

PHYSICAL CONDITION AND MAINTENANCE

Survey of Space

Of the 10,224 square feet of excess space found assigned to the Identification Division during the last regular inspection, approximately 4,500 square feet have been reallocated to the Correlation Unit of the Domestic Intelligence Division. A survey of space requirements of other Bureau Divisions is being made by Inspector J. S. Egan with a view toward relieving overcrowded conditions in the Justice Building. The remaining available space in the Identification Building is located on all floors, and the Identification Division is planning to use this space for future expansion, unless it is more urgently needed by another Bureau Division.

Security Patrol Guard Force

Efforts of the Bureau to have General Services Administration assign additional guards to the Identification Building have been unsuccessful. Four male security patrol employees are being utilized on this project. The Bureau should follow this matter in an effort to have the work taken over by General Services Administration employees, at no cost to the Bureau.

Painting of Skylight Over Typing Section

It was recommended during the last regular inspection that the skylight in the Typing Section be painted to reduce glare and heat. However, the Identification Building manager

Attachment 1

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Belmont _____
Clegg _____
Glavin _____
Harbo _____
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refused to paint the skylight. Further inquiry made during the recheck inspection, with technical assistance provided by the FBI Laboratory, established that (1) the lighting throughout the Typing Section is well above average; (2) the skylight is no longer necessary; (3) if retained, an aluminum paint could be applied which would reflect the heat upward and reduce penetration of the sunlight, or blinds could be utilized to effect these results; (4) if not retained, the skylight could be plugged up by extending the ceiling to block it out entirely. If General Services Administration will agree to paint the skylight aluminum, Mr. Tracy believes there will be no cost to the Bureau; however, if they continue to refuse to do so, and either blinds are secured or the ceiling extended, the Bureau may have to pay the expense. Mr. Tracy was instructed to endeavor to have General Services Administration remedy this defect without cost by one of the suggested methods. He was further instructed that if unsuccessful in obtaining results by 5/1/53, an estimate on the most economical of the suggested means should be presented to the Executives Conference for action when new appropriations become available.

Bureau Automobile

The one automobile assigned to the Identification Division, criticized during the regular inspection, has been replaced by a new car, which was found to be in excellent condition.

PENDING WORK

It was determined during the recheck inspection that (1) the total work pending in the Identification Division as of the end of August 1952 represents an increase of 12.52% over March 1952; (2) the estimated number of days work on hand increased 114.71%; (3) the greatest delinquency is in the Technical Section, to which personnel cannot be transferred without lengthy preliminary training to qualify them to classify and manually search fingerprints. Mr. Tracy presented to the Executives Conference on 9/11/52, specific recommendations to reduce the delinquency in the Identification Division within an eight-week period. These recommendations concerned a reduction in the number of noncriminal fingerprints to be searched in the Technical Section. Inspector instructed closest supervision to insure maximum production with available personnel.

The stenographic pool has been abolished, in accordance with recommendations made during the regular inspection.

FINGERPRINT OPERATIONS

Card Index Section

Misfiled Index Cards - It was observed in the report of the last regular inspection that the criminal files will be checked for misfiles as soon as personnel is available for assignment to such a project. This had not yet been initiated at the time of the recheck inspection, and Mr. Tracy should set up a tickler to closely follow this situation and insure the institution and completion of this project as soon as the current delinquency is cleared up and personnel becomes available. A memorandum should be submitted to Mr. Tolson at the end of 60 days setting forth the status at that time. In the event the project still has not been started, memoranda should be submitted each 60 days thereafter until the project is completed.

Scoring of Errors - The incorrect procedure found during the regular inspection in the scoring of errors was determined in the course of the recheck inspection to have been corrected. Under the revised procedure, 192 divisional errors were scored in July, and 195 in August 1952. These figures compare with an average of approximately 36 scored each month from October 1951 through March 1952 due to inadequate scoring procedures. Mr. Tracy was instructed to make certain that the errors continue to be scored correctly, and to insist upon maximum accuracy in order to reduce the number of errors.

Consolidation of Noncriminal Index Files - During the regular inspection it was recommended that 21 additional employees of the Card Index Section be assigned to the consolidation of the noncriminal index file in order to complete this project within a three-year period. This had not been done up to the time of the recheck inspection, but Mr. Tracy advised it would be started as soon as the current delinquency is eliminated and personnel becomes available. He should set up a tickler to submit a memorandum to Mr. Tolson at the end of 60 days, setting forth the status at that time, and each 60 days thereafter until the project is completed.

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Recommendations Adopted

The following recommendations of the earlier inspection have been put into effect. They have been proven satisfactory and are to be continued:

(1) Common Name Searches (Card Index Section) - An employee of the Technical Section has been assigned to the Card Index Section to classify fingerprints having common names, in order to reduce the length of these searches in the Card Index Section.

(2) Misfiled Criminal Fingerprints (Fingerprint Operations) - Ten GS-5 Fingerprint Clerks on the night force in the Technical Section have been assigned during the overlap period from 3:30 p.m. to 4:30 p.m. to supplement the efforts of the File Check Squad in reviewing criminal fingerprint cards to reduce the number of misfiles.

(3) Posting Directly to Master Duplicators (Posting Section) - Posting of dispositions and other notations directly on the master duplicators, instead of to additional record sheets and then to the master criminal records at a later date was adopted.

Posting Section

Securing Records for Special Posting - A 90-day trial period was arranged during the last regular inspection for the attaching of correspondence to charge-out requests, so that the correspondence would be returned with the records requested and all pertinent data would then be available for processing. The results of the 90-day trial period have proven the system to be unsatisfactory due to the correspondence and records becoming detached, returned or lost. Mr. Tracy was authorized to revert to the system previously in operation.

BEST COPY AVAILABLE

Missed Noncriminal Fingerprints - During the last regular inspection it was estimated that it would take 19 additional employees approximately 18 months to check and correct the misfiles among the noncriminal fingerprints. No personnel have been assigned to this special project, however, pending the completion of a survey by Inspector R. D. Techery to determine what disposition should be made of approximately eight million old-type Government fingerprint cards and forty million optional defense prints. This survey is continuing and no personnel should be utilized on this project until the summary is completed and the matter has been resolved.

Technical Section

Errors - A substantial reduction in the number of errors in the Technical Section was noted during the recheck inspection. Searching errors detected and corrected dropped from .306 of 1 for February through April 1952 to .225 of 1 from May through July 1952. Missed identifications called to the searcher's attention by outside contributors decreased 51%, totaling 443 for the second four-month period of 1952, compared with 909 for the first four-month period of this year. Erroneous identifications, or "misidents" dropped 31, totaling 20 for the second four-month period of this year, compared with 29 for the first four-month period of this year. Classifying errors in the noncriminal prints from May through July 1952 were .03 of 1, compared with 1.65 for February through April 1952. These improvements were brought about through (1) the extension of the eight-week training period for new employees to ten weeks; (2) the institution of a retraining program for experienced personnel; (3) supplying the searchers with guide cards; (4) individual conferences with employees performing substandard work; (5) removal from fingerprint work of those employees unable to meet the requirements; (6) closer supervision, stressing the necessity for accuracy. Mr. Techery has instructed to continue the training and development of the personnel to bring these errors to an absolute minimum.

BEST COPY AVAILABLE

Penalty System - A recommendation was made during the 1st regular inspection that penalties imposed on erroneous identifications be modified as follows:

	<u>1st Error</u>	<u>2nd Error</u>	<u>3rd Error</u>
System being followed:	Letter of censure	5 days' suspension	Removal, regardless when occurred
System proposed:	Letter of censure	5 days' suspension	Removal, if made within three years.

The Director approved the unanimous recommendation of the Executive Conference to apply the three-year "Statute of Limitations" on these third errors. Mr. Tracy advised during the recheck inspection that the new penalty system is working out well. It is not felt that any further change is warranted at this time.

Training Section

Detecting and Scoring of Errors - To expedite the handling of correspondence, a 90-day trial survey was begun upon the completion of the last regular inspection, during which errors detected by readers would be scored by the error desk without review of the readers' instructions, and the correspondence would then be returned directly to the typist for correction. The results of this 90-day trial period will be submitted by Mr. Tracy next month with recommendations as to whether the system should be permanently adopted.

General Correspondence Section

Handling Incoming Correspondence - a 60-day survey was initiated during the 1st regular inspection aimed at the discontinuance of the practice of preparing a 3 by 5 tickler card on each piece of incoming correspondence for the purpose of recording thereon information as to the whereabouts of each piece of mail received as it clears through the various sections. The results of this survey have justified the discontinuance of the practice of preparing such tickler cards, and the Identification Division has permanently stopped this unnecessary work.

ADMINISTRATIVE OPERATIONS

Messenger Service - Mr. Tracy submitted a memorandum on 8/28/52 pointing out that the number of messengers had been reduced from 10 to 9, but could not be reduced to 8, as recommended in the earlier inspection. Inspector Van Pelt checked into this and found it was possible to reduce to 8 and so ordered. Mr. Tracy agreed.

PERSONNEL MATTERS

Interviewing New Employees - During the summer, Mr. Tracy became extremely delinquent in the interviewing of new personnel. On 9/15/52, Mr. Tracy reported, however, that he had completed interviewing all new employees on 9/12/52, except 2. One of these is on extended sick leave and the other on Military Leave. It is Mr. Tracy's plan in the future to appear personally before each class of new employees on their first day in the building in connection with the training program, and thereafter schedule individual interviews at a rate which will insure early completion of the project following the acquisition of new personnel. He will schedule his leave so as not to interfere with the interviews incident to the influx of personnel during the early summer months.

CONCLUSIONS AND RECOMMENDATIONS

Physical Condition and Maintenance...Very Good
Fingerprint Operations.....Good
Administrative Operations.....Good
Personnel Matters.....Very Good

Physical Condition and Maintenance - Housekeeping has improved. The 2 matters uncorrected are the possible painting of the skylight, if can be done without cost to Bureau, and the use of our personnel on guard duty at doors. Both of these are within the province of General Services Administration. Rating of Very Good justified now.

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Fingerprint Operations - Searching errors have been reduced substantially in the 3-month period - May, June, July 1952. Missed identifications reported to the Bureau by outside contributors have been reduced from 909 for the period January through April 1952 to 443 for the period May through August 1952, a 51% reduction, but still much too high. Erroneous identifications were reduced from 29 to 20, or 31% over the same period. Classifying errors in the noncriminal prints show a reduction from 1.65% to .93%, but are still much too high in actual numbers. Although the method of scoring errors in the Card Index Section has now been corrected, the increased number of errors recorded indicates need for tighter supervision and more training. Improvement shown so far justifies a rating of Good.

Administrative Operations - Streamlining suggestions adopted with generally satisfactory results. Mr. Tracy did not believe it possible to reduce messengers from 10 to 8 until feasibility again demonstrated during recheck inspection and reduction effected. Administrative operations were average, justifying rating of Good.

Personnel Matters - All new personnel except 2 who are unavailable have now been interviewed by Mr. Tracy and plans laid for interviewing on current basis in future. Rating Very Good.

RECOMMENDATIONS:

(1) That Mr. Tracy be removed from probation. If approved, the attached letter will serve this purpose.

(2) That Mr. Tamm be removed from probation. Separate letter attached, to be forwarded, if approved.

Other administrative matters and recommendations were handled separately during the inspection.

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

9-52

I certify that I have received the following Government property for official use:

~~returned~~

New Commission Card with case # 40

ASST. DIR.

RETURNED

Old Commission Card with case # 40

ASST. Dir.

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE
WRG

Very truly yours,

Stanley J. Tracy
Special Agent

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September 2, 1952

MEMORANDUM FOR THE DIRECTOR

S. J. Tracy

The following Special Agents in Charge are presently on probation:

<u>NAME</u>	<u>OFFICE</u>	<u>DATE</u>	<u>LAST</u> <u>INSPECTION</u>	<u>DATE OF LAST</u> <u>RECHECK</u>	<u>REASON</u>
G.E. Weeks	Honolulu	2-26-52	1-19-52	—	Improper supervision of a security investigation in the Honolulu Division.
G.W. Willis	Norfolk	4-3-52	8-10-52	—	Delinquencies disclosed during inspection of the New Haven Office.
A.F. Lorton	Houston	4-19-52	4-11-52	5-16-52	As a result of an inspection of the Houston Office made by Mr. Brown regarding a Chief Clerk giving wrong information regarding a check she made on office ticklers.
A. Cornelius, Jr.	Philadelphia	7-8-52	12-12-51-	—	Failure to bring about the necessary improvement in the criminal informant coverage of that Division.
W.J. Shine	Cleveland	7-9-52	6-21-52	—	Because of inequities sharing of overtime burdens.
R.B. Hood	Washington Field	8-26-52	6-20-52	—	Because of the improper and unsatisfactory manner in which he supervised the investigation of the case entitled, "Raymond E. Farmer; Riggs National Bank, Larceny of Box Armoured Truck, Washington, D.C., August 25, 1952; Bank Robbery Larceny."

92
* SAC Shine was removed from probation by letter dated 9-3-52.

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>REASON</u>
Tracy, S.J.	Assistant Director	7-2-52	Delinquencies disclosed during inspection of the Identification Division.
Tamm, Q.	Inspector	7-2-52	Delinquencies disclosed during inspection of the Identification Division.

Respectfully,

W.R.Glavin

Eck
Hoover

November 4, 1952

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Mr. Stanley J. Tracy
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Tracy:

~~Identification Division~~

I wish to express to you and through you to the personnel of the Technical Section my sincere and personal appreciation for their wonderful gesture of generosity toward Mrs. Lucile L. Nebel upon the death of her husband.

The remarkable thoughtfulness and unselfishness demonstrated by Mrs. Nebel's fellow workers on this occasion are most praiseworthy, and I did not want the opportunity to pass without recognizing these gratifying qualities in employees of the Bureau.

Sincerely yours,

J. Edgar Hoover

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October 31, 1952

MEMORANDUM FOR MR. TRACY

I have reviewed the perfunctory, thoroughly inadequate memorandum which you prepared under date of October 28, 1952, in reply to certain derelictions on the part of the Identification Division which were furnished to the Bureau in a letter dated October 24, 1952 from the Newark Division. From reading your memorandum it definitely appears you treated this matter in a superficial manner and you failed to recognize the seriousness of the situation and dig into it to determine all of the facts and circumstances concerning the two errors that had been called to the Bureau's attention.

It would seem when errors are called to the attention of the Bureau from outside sources that you would take the initiative and set up the necessary administrative devices to promptly and thoroughly check into those matters to determine the reason for the commission of the errors and the identity of the employees responsible for committing them.

One of the errors concerned the handling of the fingerprint of an unknown deceased individual submitted by the Passaic, New Jersey, Police Department. This fingerprint was received in the Identification Division on October 3, 1952 and you pointed out in your memorandum that due to the failure of a clerical employee in the Recording Section it was not appropriately marked for a wire answer. However, you made no effort whatsoever to explain the delay in the handling of this fingerprint from October 3 until October 9 when it was finally answered by letter. Obviously it should have been apparent to you that even though the clerical employee in question made an error in handling this matter initially, there was an interminable delay thereafter in handling this particular fingerprint card.

The card in question had stamped on it that it was of an unknown deceased individual and the prints themselves were in strip form affixed to the regular fingerprint card by staples, which made it most unusual. It would appear, therefore, in the absence of any particular priority being assigned to this fingerprint card that employees who handled it thereafter should have been alert to detect the unusual nature of this fingerprint card and if they felt there was an error in the priority afforded it, they should have promptly taken it to one of their supervisory

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employees. It may well be that such a step was taken by one of the employees in the Technical Section who handled it. However, you made no effort to determine what handling was afforded this particular fingerprint card after its receipt in the Recording Section on October 3, 1952.

As you know, I have been particularly concerned in the past with respect to the large number of errors occurring in the Identification Division and particularly to those that have been called to the attention of the Bureau by outside sources. You have been instructed to tighten up in the Identification Division in order to reduce such errors to an absolute minimum. As one of the steps in this process, you most certainly should have considered the desirability of promptly inquiring into each and every error called to the attention of the Identification Division by outside sources to determine the manner in which the fingerprint in question was handled and the employee responsible for committing the error. By following such a procedure, employees would then be impressed with the desire of the executive heads of the Identification Division to obtain maximum efficiency in the operation of that division.

The superficial handling of this particular incident would indicate there is a lack of desire on the part of the executives in the Identification Division to promptly and thoroughly determine the manner in which a particular print has been handled and the employees responsible for the commission of the error. I want you to know that I am thoroughly displeased with the inadequate and superficial handling you afforded this matter and I am instructing that hereafter you exercise greater thought and care in disposing of such matters in the Identification Division. I also desire that you submit to me a memorandum as to exactly what steps you follow in determining the cause and the identity of employees responsible for errors called to your attention by outside contributors. I want you to definitely understand I will not tolerate a repetition of such slipshod handling of an administrative matter on your part in the future.

Very truly yours,

John Edgar Hoover

John Edgar Hoover
Director

November 12, 1952

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tracy:

I have been informed of the several errors recently occurring in the Typing Section of the Identification Division resulting in correspondence being misdirected [REDACTED]

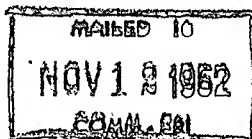
[REDACTED] As you know, it was necessary for this matter to be specifically called to the Bureau's attention on two separate occasions by the agency in question.

There is no justifiable excuse why these errors should have continued to have been made, particularly since they were specifically called to our attention [REDACTED] as long ago as September 29, 1952. It is essential that mistakes of this kind be eliminated and I will hold you strictly responsible to see that appropriate measures are taken to see that this is accomplished.

I am quite concerned over the number of errors occurring [REDACTED] and something must be done to improve the overall supervision and correct this condition. I do not expect or intend to constantly remind you of this fact. [REDACTED]

J. Edgar Hoover
John Edgar Hoover
Director

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CC: Identification Division File - SOG
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Mr. Glavin

November 5, 1952

H. L. Edwards

[redacted]
Typist
Identification Division

[redacted]
Student Typist
Identification Division

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b7C

[redacted]
Student Reader
Identification Division

[redacted]
Supervisor, Typing Section
Identification Division

SYNOPSIS

A letter dated 10/28/52 from Norfolk County Police Department Portsmouth, Virginia, pointed out that two replies to them from the Bureau relating to fingerprint card submissions were erroneously addressed to the Portsmouth Police Department, Portsmouth, Virginia. Reference was also made in this letter to a prior communication dated 9/29/52 previously notifying the Bureau of the same problem. Upon receipt of the first letter, interested Identification Division employees were alerted to this problem. Since receipt of the second letter, additional safeguards have been set up to prevent a recurrence. Identification Division recommends censure and removal from typing work of typist [redacted] who erroneously typed one acknowledgment; censure and probation for student typist [redacted] who erroneously prepared the second reply; censure and probation for student reader [redacted] who read and approved one of the replies (reader of second communication cannot be identified). Letter of censure also recommended for [redacted] supervisor in charge of typing section where errors occurred. Administrative Division concurs in all recommendations and in addition recommends probation as well as censure for [redacted] and letter of censure to Assistant Director Tracy.

BACKGROUND

First Letter from Norfolk County P.D. - By letter dated 9/29/52 the Norfolk County Police Department advised the Bureau that replies to their fingerprint submissions to the Identification Division were being erroneously addressed to the Portsmouth Police Department, Portsmouth, Virginia.

Action Taken - Upon receipt of this communication in the Identification Division, individual errors were brought to the attention of the employees responsible and errors were scored. In addition, all

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cc: Identification Division file
Personnel file of Mr. S. J. Tracy

RE: [redacted] 10 [redacted]

typists and readers were informed of the necessity for listing the proper contributor, particularly in cases where two agencies of similar title were in the same city.

The Identification Division advised that the individual LA forms erroneously addressed to the Portsmouth Police Department which were attached to the letter of 9/29/52 were probably destroyed in the Identification Division after the errors were scored against the employees responsible and the pertinent index cards were corrected. It is accordingly not now possible to relocate the fingerprint cards or identify the employees who were responsible for these errors. The letter itself was presumably forwarded to the Records Section and intensive efforts to locate this letter have thus far been unsuccessful. Even though the letter is located, it will not identify the fingerprint cards or employees involved since the attachments have been destroyed.

Second Letter from Norfolk County Police Department - Under date of 10/28/52, the Norfolk County Police Department, Portsmouth, Virginia again advised the Bureau that two replies to them in answer to fingerprint submissions had been erroneously addressed to the Portsmouth Police Department, Portsmouth, Virginia. The erroneously prepared replies were attached to this second communication, and a check by the Identification Division reflects that typist [redacted] erroneously typed up this communication and student reader [redacted] approved it for mailing. The second erroneously addressed LA form was prepared by typist [redacted]. The reader of this communication cannot be identified since no initials appear on the fingerprint card. It appears that omission of a reader's initials occurred inadvertently since this type of reply is read in groups and the fingerprint cards themselves are initialed by the various readers in groups. b6 b7C

Action Taken - Errors have been scored against the employees responsible and the seriousness of the mistake has been forcibly brought to the attention of all employees except [redacted]. Upon her return from leave the error will be shown to her and she will be orally reprimanded.

In order to prevent a recurrence of this type of error, the Identification Division has arranged for all fingerprint cards from the Norfolk County Police Department, Portsmouth, Virginia to be specially flagged and all replies to this agency will be handled by a special typist. As a further precautionary measure, a supervisory employee in the Typing Section is personally reviewing all outgoing replies to all contributors in the city of Portsmouth, Virginia. Additionally, a general announcement will again be made to all typists

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and readers concerning this type of error and the matter of errors generally has already been discussed in the clerical and agent supervisory conferences in the Identification Division.

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COMMENTS AND RECOMMENDATIONS OF THE IDENTIFICATION DIVISION

[redacted] was in a student status as a typist at the time she erroneously prepared one of the replies. She has not as yet been recommended for promotion from GS-2 to GS-3. The Identification Division recommends that she receive a strong letter of censure and be placed on probation.

[redacted] reader, was in a student status as a reader at the time she erroneously cleared one of the replies in this case. The Identification Division recommends that she receive a strong letter of censure and be placed on probation.

[redacted] typist, on her last annual performance rating dated 9/30/52 was rated minus on three items, indicating a weakness in accuracy. Her errors were apparently caused by going too fast with her work, preventing proper attention to details. On 10/24/52, [redacted] received a letter advising that her performance record was unsatisfactory and that quality of work should never be sacrificed for the sake of production. At this time she was warned it would be necessary for her to improve the accuracy of her work to the level expected from Bureau employees. The Identification Division recommends that [redacted] be censured and removed from typing work.

The Identification Division recommends that [redacted] supervisor in charge of the typing section, receive a strong letter from the Bureau calling her attention to the fact that accuracy in performance of work in the typing section is necessary and that she should take appropriate steps to see that the accuracy improved.

RECOMMENDATIONS OF THE ADMINISTRATIVE DIVISION

The Administrative Division concurs with the recommendations of the Identification Division and additionally recommends:

(1) That [redacted] in addition to being censured and removed from typing work, also be placed on probation.

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(2) That Assistant Director Tracy receive a letter advising him of the necessity for improving the caliber of work in the Typing Section and pointing out that this incident reflects the seriousness of the situation in that section, particularly since a law enforcement agency found it necessary to address two communications to the Bureau in order to have mail addressed to them correctly.

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In connection with the above recommendations, it is believed that all of them are justified, particularly since all employees affected were presumably put on notice after the receipt of the first letter from the Norfolk County Police Department, Portsmouth, Virginia, dated 9/29/52.

PERMANENT PRINTS OF THE PERSONNEL FILES OF [REDACTED] AND [REDACTED] ARE ATTACHED.

Attachments (4)

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ADDENDUM:

An acknowledgment to Captain W. F. Powell of the Norfolk County Police Department, Portsmouth, Virginia, to his most recent letter dated October 28, 1952, is attached for approval to go out.

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November 18, 1952

~~PERSONAL AND CONFIDENTIAL~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2012

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tracy:

I have been advised that recently a letter was received in the Identification Division from the Barnes Detective Agencies Automobile Recovery Bureau, Incorporated, Panama City, Florida, requesting information concerning one James Wesley Sams. You apparently issued instructions to one of the supervisors in your division to determine whether or not there was any derogatory information concerning the Barnes Detective Agencies and if not to furnish pertinent information to the Mobile Office. As a result a letter to the Mobile Division was prepared and actually left the Identification Division furnishing the criminal record of Sams and authorizing the Mobile Division to make this criminal data available to the Barnes Detective Agencies.

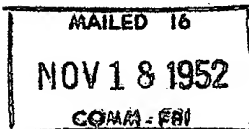
Obviously your instructions to the supervisor were not sufficiently clear since such a letter should not have been prepared. I am sure that you realize that divulging a criminal record from the Bureau's file to such an agency is highly improper and I expect that in the future you will take the necessary steps to see that such an error is not repeated.

Very truly yours,

John Edgar Hoover

John Edgar Hoover
Director

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November 7, 1952

~~PERSONAL AND CONFIDENTIAL~~

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2012

Dear Mr. Tracy:

I have recently reviewed the facts concerning the handling of a letter received from the Federal Reformatory at El Reno, Oklahoma, concerning arrest data which was erroneously set out in a parole report on Clyde Cecil Banks. This letter from the Reformatory was received in the Identification Division and remained there for several days while it was being processed before it was routed to an Agent Supervisor in the Investigative Division for acknowledgment.

I feel very strongly that letters such as this should be acknowledged immediately and the length of time which was taken to handle this matter in the Identification Division appears to be very excessive. It is your responsibility to set up the necessary procedures so that matters of this nature may be handled without undue delay. I expect that you will personally examine these procedures to be certain that such correspondence is more promptly handled by your Division in the future.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

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3/4
NOV 7 2 36 PM '52

OFFICE MEMORANDUM

TO : Mr. Glavin
FROM : H. L. Edwards

October 30, 1952

SUBJECT: [REDACTED]

Identification Division
EOD 7-9-51
Non-Veteran
Not on Probation

Identification Division
EOD 8-31-42
Veteran
Not on Probation

b6
b7C

LS. J. Tracy

SYNOPSIS

On 10/16/52, Identification Officer Stephen Yatsko of the Passaic, New Jersey Police Department advised that he had submitted a fingerprint card on 10/3/52 on James Joseph Benti and the Identification Division reply reflected that the Bureau had no previous record of this individual. Officer Yatsko pointed out that Benti has in fact a long record under FBI #799383. The Identification Division advises that this missed identification was due to a failure by the searcher, [REDACTED] to reference an impression on the fingerprint card and the failure of the Assistant Coordinator, [REDACTED] to catch this failure to reference the impression. It is recommended that [REDACTED] be censured by letter.

TOLSON'S NOTATION "I recommend censure and probation for both."

On the same date, Officer Yatsko advised that he had submitted the prints of an unknown dead person on 10/2/52 and that he had not received an identification on these until 10/11/52. The Identification Division advises this delay in replying was due to the failure of [REDACTED] to stamp the fingerprint card "Wire Answer." A separate memorandum is being submitted with respect to this item.

DIRECTOR'S NOTATION "I want prompt answer." H

BACKGROUND

The Newark Office has advised that Identification Officer Stephen Yatsko of the Passaic, New Jersey Police Department on 10/16/52 advised the Resident Agent at Passaic that on 10/3/52 he had forwarded a fingerprint card to the Identification Division for James Joseph Benti, who had been arrested by the Passaic Police Department and a reply from the Identification Division indicated that the Bureau had no previous record on Benti. Yatsko pointed out that Benti has in fact a long record under FBI #799383. He stated that this miss by the Identification Division did not inconvenience the Passaic Police Department in any way, but wished to bring it to the Bureau's attention.

EXPLANATION OF THE IDENTIFICATION DIVISION REGARDING THE MISSED IDENTIFICATION OF JAMES JOSEPH BENTI

Assistant Director Tracy has advised that the failure to identify the fingerprint card submitted by the Passaic Police Department with the previous record on James Joseph Benti was the result of a failure by the fingerprint

21 1952

searcher [] to reference an impression on the incoming fingerprint card which should have been referenced. Mr. Tracy also points out that the Assistant Coordinator, [] did not catch this failure to reference the impression. He states that both employees have had this error brought to their attention and have been scored with a miss in accordance with existing regulations. He states that a corrected copy of the record has been furnished to the Passaic Police Department and that every effort is being made by the Identification Division to avoid errors of this type. Mr. Tracy made no recommendation as to any further administrative action. Ordinarily Identification Division employees are not censured by letter for their first missed identification.

RECORD OF []

[] entered on duty 7-9-51 as a fingerprint clerk in Grade GS-2. In September, 1951, her supervisor stated she was slow and seemed unable to understand the work too well. In October and November, 1951, it was noted that she was a rather slow worker, but was making satisfactory progress. During January, 1952, she had not met the minimum requirements in regard to production and accuracy, but showed a steady improvement during the next three months, and in April, 1952, her production was well above the required figure. Her record since that time has been satisfactory and she has not been scored with any previous missed identifications.

RECORD OF []

[] entered on duty 8-31-42, was on military leave from 1-25-43 until 2-4-46 and on 8-17-52, received a uniform promotion to \$4170 per annum in GS-6. He was orally advised to be more careful in May of 1950, at which time a missed identification was discovered which he had made in April, 1947. On July 26, 1950, [] again missed an identification. On 4-26-50 he was commended for his splendid attitude in voluntarily performing extra duty to expedite a project, and on 6-15-50, Mr. Tracy commended [] for an outstanding identification of fingerprints of an unknown deceased. On 7-18-50, he was commended for making two outstanding identifications. As reflected above, he is a veteran and has served in the Bureau more than one year.

CONCLUSIONS AND RECOMMENDATIONS OF THE ADMINISTRATIVE DIVISION

The failure to identify the fingerprints submitted by the Passaic Police Department with the previous record on James Joseph Benti was due to the failure of [] to reference an impression and the failure of Assistant Coordinator [] to catch this failure to reference the impression.

While this is the first missed identification scored against [redacted] her failure in this instance was discovered by the Passaic Police Department, and tended to place the Bureau in an unfavorable position. It is therefore recommended that she be censured by letter for her failure to reference this impression.

b6
b7C

TOLSON'S NOTATION "I recommend censure and probation."

DIRECTOR'S NOTATION "Yes and also 10 days suspension as her record isn't any too good."

It is noted that [redacted] has missed identifications on two previous occasions over two years apart, but no action was taken in view of his excellent record and the fact that he had made several outstanding identifications. In this instance, his failure to catch [redacted] error placed the Bureau in an unfavorable light with the Passaic Police Department, and it is therefore recommended that [redacted] be censured by letter for his failure as Assistant Coordinator to detect [redacted] error.

TOLSON'S NOTATION "I recommend censure and probation."

DIRECTOR'S NOTATION "Yes" H.

There is attached a letter to the Newark Office advising that a corrected copy of the record on Benti has been submitted to the Passaic Police Department and that an inquiry concerning this delinquency has been conducted and appropriate action has been taken to avoid recurrences of this nature.

TOLSON'S NOTATION "OK"

DIRECTOR'S NOTATION "OK" H.

PERMANENT BRIEFS OF [redacted] FILES ARE ATTACHED.

Attachments (2)

TOLSON'S NOTATION "Also, letter of censure has been sent thru to Mr. Tracy."

DIRECTOR'S NOTATION "Most certainly." H.



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

3-122

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dec. 1, 1952

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Mrs Margaret Tracy Relationship Wife Date 12-1-52
Address 4800 College Ave College Park, Md.

The following person is designated as my beneficiary under the Chas. S. Ross Fund, providing \$1500 death benefit to beneficiary of agents killed in line of duty.

NAME Mrs Seena Tracy Relationship Mother Date 12-1-52
Address 4800 College Ave College Park, Md.

63
17 DEC 3 1952 DEC 3 1952

Very truly yours,
Stanley J. Tracy
Special Agent

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: November 14, 1952

FROM : Mr. S. J. Tracy

SUBJECT: BARNES DETECTIVE AGENCIES
AUTOMOBILE RECOVERY BUREAU, INC.
PANAMA CITY, FLORIDA

REQUEST FOR INFORMATION

You requested an explanation as to why a letter was being sent to the Mobile Division advising if the above named company was a good contact of their office they could furnish data from a criminal record orally.

DETAILS:

When the letter was first acknowledged, I returned it for a check concerning the Automobile Recovery Bureau, Inc., to ascertain if it was one the Bureau cooperated with and if there was any pertinent information concerning an Interstate Transportation of Stolen Motor Vehicle case of value to the Mobile Division.

Agent Hodgins made the check and prepared a letter to the Mobile Division attaching the criminal record and authorizing the Mobile Division to make the data available if the company was a good contact of the office.

Mr. Tamm reviewing the letter in my absence failed to erase his initials from the letter on returning it to Mr. Hodgins and it left the Identification Division.

The incoming letter desired to know the whereabouts of the subject. There was no pertinent information of interest to the Mobile Division for the reason the criminal record was entirely prior to the date of the subject's disappearance. Therefore, the letter should not have been prepared as it was. Had there been pertinent information, the criminal record should have been for the information of the Mobile Division only.

CONCLUSION:

I try to be alert to possible Bureau interest in correspondence of this type; however, in this case,

SJT:edm

Attachment

NOV 26 1952

RECORDED-45

31222-315

125

to Tracy, Helms
11-17-52
WST:wp

3 file

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Nease _____
Gandy _____

Memorandum for Mr. Tolson

November 14, 1952

Agent Hodgins erred (1) the information was not pertinent and (2) in authorizing the Mobile Division to make the criminal data available.

Mr. Tamm failed to erase his initials on returning the letter to Mr. Hodgins.

Memoranda from Agent Hodgins and Mr. Tamm are attached hereto.

I recommend
letters of censure
for improper
handling to Messrs.
Tracy, Tamm and
Hodgins.

Tolson
11/14/52

yes
✓
11/14

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: November 3, 1952

FROM : H. L. Edwards

SUBJECT: CLYDE CECIL BANKS
PHILIP N. BANKS - VICTIM
CRIME ON INDIAN RESERVATION
ASSAULT WITH DANGEROUS WEAPON

Tolson ☒
Ladd ☒
Nichols ☒
Belmont ☒
Clegg ☒
Glavin ☒
Harbo ☒
Rosen ☒
Tracy ☒
Mohr ☒
Tele. Rm. ☒
Nease ☒
Gandy ☒

SYNOPSIS

As you will recall, a memorandum was submitted on 10-28-52 advising that a letter had been received dated 9-29-52 from the Federal Reformatory at El Reno, Oklahoma, pointing out that the parole report on Clyde Cecil Banks contained arrest data preceding the subject's date of birth and was therefore not identical with the subject. This letter was received at the Bureau on 10-2-52 but it was not until 10-22-52 that a letter was sent to the field instructing that the records at the Reformatory be straightened out. Supervisor A. Glenwood Gilliland of the Investigative Division received the letter on 10-13-52 and was responsible for its handling. Supervisor John D. Pope, Jr. of that division approved the parole report containing the criminal record which was not identical with the subject. Gilliland and Pope have been censured by letter. The responsibility for preparing and approving the parole report in the field is being handled by separate memorandum.

It was recommended that explanations be secured from the Identification Division as to why it took from 10-2-52, when the letter was received in the Bureau, until 10-13-52, when SA Gilliland received the letter, for the Identification Division to handle it and also why the Identification Division sent to the field a criminal record which was not identical with the subject.

67-3122-316

The Identification Division advises that the criminal record which was submitted to Minneapolis was sent with a form letter dated 12-27-51 stating "Subject of the attached record may be identical." The letter from the Reformatory was received by the Identification Division on Friday, October 3, and according to [redacted] of the Correspondence Unit, was routed by her to SA Gilliland on 10-8. It is not possible to account for the whereabouts of the letter from 10-8 until 10-13. The Director also inquired as to why further delay was necessary in obtaining explanations from the Identification Division. This was due to the necessity of securing the background mail which was submitted along with the memorandum of 10-28. It is recommended that Mr. Tracy be censured for not setting up procedures to insure that a print such as this is handled more promptly.

BACKGROUND

By letter dated 9-29-52 the Federal Reformatory at El Reno, Oklahoma, pointed out that a parole record submitted on Clyde Cecil Banks

WST:etw

PERS. FILES

contained arrest data in 1923 whereas the subject of the report was not born until [redacted]. They requested clarification of this conflict. This letter was received in the Records Section on 10-2-52 and was immediately sent to the Identification Division.

EXPLANATION OF THE IDENTIFICATION DIVISION
With Regard to Sending Non-Identical Criminal Record

Dated 12-13-51

The Identification Division advises a request was received from the Minneapolis Division requesting the criminal record of Clyde Cecil Banks. Under date of December 27, 1951, Minneapolis was furnished a copy of the record of Clyde Cecil Banks, FBI #378982. The record showed an arrest in South Dakota which was where the subject had been arrested and it was noted that the subject was an Indian as was the Clyde Cecil Banks, FBI #378982. The criminal record was therefore furnished to the Minneapolis Division with a form letter stating "Subject of attached record may be identical." The criminal record was obtained by a name search and was the only criminal record in the Identification Division under the name Clyde Cecil Banks at that time.

It was not until January 14, 1952, that a fingerprint card was received from the Federal Reformatory at El Reno, Oklahoma on the subject of this case who was assigned FBI #970499A. The prints from the Reformatory were marked to be returned as illegible, but before this was done, a Special Searcher in the Technical Section made a search of the non-criminal card index file, since it was an institutional print, indicating that a previous fingerprint record probably existed. An Army print of the subject was located in the non-criminal file, and the Reformatory prints were therefore not returned. The Army print had not been found when the request from Minneapolis was received, since only the criminal file was searched. Mr. Tamm advises that the Identification Division has no record of ever having received any fingerprint card on the subject from the U. S. Marshal at Sioux Falls, South Dakota, and states that this may have been returned as illegible in which case no record of it would be maintained. The Army print is now the master print in subject's jacket, FBI #970499A, and the Reformatory prints are the only other prints in the jacket. In other words, the Identification Division sent Minneapolis the only criminal record available on Clyde Cecil Banks but specifically pointed out that it was only possibly identical with the subject.

With Regard to Handling of Letter from Reformatory

b6
b7C

The Identification Division advises that the letter from the reformatory was received at 8:36 a.m. on October 3 in that division and was processed in the Correspondence Unit and sent to the Card Index Section for a name search. October 4 and 5 were Saturday and Sunday and on October 6, the name of Clyde Cecil Banks was searched in Card Index and the jackets on FBI #378982 and #970499A were requested from the Assembly Section. The search was handled in Card Index by [redacted]. On the same day, the jackets were sent with the letter to [redacted] of the Correspondence Unit and these two jackets were then sent by [redacted].

[redacted] to Correspondence Typist [redacted] of the Typing Section for preparation of the criminal records. [redacted] prepared the record on FBI #378982 on 10-6 and the record on FBI #970499A on 10-7. The copy of FBI record #378982 was prepared by Duplicator Operator [redacted] (resigned) and the record on FBI #970499A was prepared by Duplicator Operator [redacted]. Both records were assembled by [redacted] Typing Section duplicator assembler, and the log maintained indicates that these were returned to [redacted] late on the afternoon of October 7.

[redacted] states that she recalls having called an agent supervisor in the Investigative Division on 10-8 (exact time not recalled) to inquire who would handle the acknowledgment. She was told that this would be done by SA Gilliland and she routed the two records with the incoming letter directly to Gilliland by routing slip on October 8. She is certain that it was on 10-8 since she recalls definitely that it was the next day after she received the records that she sent them to Gilliland. She further recalls having received a phone call from Gilliland on 10-14 who asked that a recheck be made to be certain that the records were not identical and this recheck was made, according to records, on October 14.

SA Gilliland states that he did not receive the incoming letter with the criminal records until 9:16 a.m. on October 13, which was the following Monday morning, October 8 having been a Wednesday. A timestamp appears on the back of the letter which was placed there in [redacted] office showing that it was received at that office at that time. SA Gilliland works in [redacted] outer office. He states that immediately upon receiving the letter and criminal records, he called SA John Hilsbos since the attached routing slip referred to a call from [redacted] to SA Hilsbos. Gilliland states that he is certain that he called Hilsbos immediately on the same day he received the letter and that he then called [redacted] either that day or the following day to request a recheck to make certain the records were not identical.

SA Hilsbos states that he recalls getting the call from [redacted] and that several days later he received a call from Gilliland concerning the matter. SA Hilsbos cannot recall the exact dates involved but does remember that the call from [redacted] and that from Gilliland were several days apart. Hilsbos did not see the letter or the routing slip.

ROUTING PROCEDURE

The Identification Division advises that according to usual procedure [redacted] would have placed the letter and criminal records in an outgoing box and that all outgoing mail in the Correspondence Unit is sent out each day, nothing being retained overnight. It would have been taken from this box to the Identification Messenger Room where it would have been picked up by the station wagon driver and brought to the Justice Building messenger mail rack on the seventh floor. The station wagon was running at that time every 20 minutes. From the Justice Building mail rack it would have been

thrown in the bin with mail for Mr. Rosen's Office and should have reached that office within an hour after receipt in the Justice Building. However, there is no timestamp on the letter indicating that it was ever in Mr. Rosen's Office and it was presumably routed directly to Gilliland and was first timestamped in Mr. Price's Office.

REASON FOR DELAY IN OBTAINING IDENTIFICATION DIVISION EXPLANATION

The memorandum of 10/28/52 which was prepared by the Administrative Division attached letters of censure to be sent to SA Gilliland for his delay in handling the letter and to SA John D. Pope, Jr., for approving the parole report containing a criminal record which did not pertain to the subject. Since explanations had been secured from these two agents, it was felt that letters of censure should go to them immediately. This memorandum recommended that an explanation be secured from the Identification Division. However, the incoming letter and background mail was sent through with this memorandum and it was necessary for the Identification Division to secure this background mail before their explanation could be given. That division could not secure the mail until the afternoon of Friday, October 31 and the memorandum of explanation was submitted on the same date.

RECOMMENDATIONS OF THE ADMINISTRATIVE DIVISION

With respect to the Identification Division's having sent a criminal record to the Minneapolis Office which was not identical with the subject, it appears that they clearly indicated in doing so that the record was only possibly identical with the subject and they furnished it because it was the only criminal record at that time in the Identification Division under the subject's name. It therefore does not appear that they were at fault in sending this record to Minneapolis.

With respect to the handling of the letter in the Identification Division, it was received on October 3, a Friday, and was handled on October 6 and 7, the following Monday and Tuesday, and [redacted] states she sent the letter to SA Gilliland on October 8. Her statement is corroborated to some extent by the fact that SA Hilsbos recalls having received a phone call from [redacted] and several days later having received a phone call from Gilliland. It would appear from this that several days elapsed between the time [redacted] routed it to Gilliland and the time he received it. Gilliland states he received the letter on 10-13 and called [redacted] the same day. It therefore appears that the letter was in the possession of the Identification Division for four working days.

Since there are no markings or timestamps on the letter aside from the one in [redacted] Office at 9:16 a.m. on October 13, it is not possible to determine where the letter was between the time [redacted]

routed it to Gilliland on Wednesday, October 8, and the time he received it on the following Monday morning, October 13. Mr. Trotter had advised that there is no indication on the letter that it was processed by the Records Section during that interval.

It appears therefore that in addition to the delay which occurred during the period from October 8 to October 13 while the letter was en route from [redacted] to Gilliland and for which it is not possible to fix responsibility, the Identification Division had the letter at least four working days. It is recommended, therefore, that Mr. Tracy be censured for not setting-up the necessary procedures to insure that a letter such as this is handled more promptly. It is also recommended that the Minneapolis Division determine whether the U. S. Marshal actually submitted the subjects prints and if so what reply he received.

Agree
11/4/52

Agree
offm
11/4

Agree

I agree - also another
memo. should be
prepared stressing
the need to time stamp
mail in the various
offices at the
Seat of Govt

yes.
H.

11-5

✓

Letter to Mr. Tracy
Memo to Bu officials
Letter to Murphy
11/7/52 WST

December 4, 1952

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tracy:

I have been informed of the recent dereliction occurring in the security coverage of the Identification Division Building. As you now know, during a check made by an employee of the Bureau with improper credentials, he gained admission to Identification Division space and walked out unchallenged with a fingerprint jacket.

Such a serious defect in our security system must be avoided to the fullest extent possible. I must again insist that complete and adequate safeguards not only be instituted but enforced so that an incident such as this does not happen again. You should take whatever steps are necessary to see that this is accomplished.

Very truly yours,

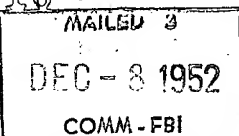
J. Edgar Hoover
John Edgar Hoover
Director

cc- (SOG) Identification Division File

FWW:as:mm

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

8 3 DEC 10 1952



RECEIVED
DEC 4 7 23 PM '52
FBI

22-317
125
[Signature]

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

I certify that I have received the following Government property for official use:

~~RETURNED~~
✓ INSPECTOR'S MANUAL # 6
(Issued April 7, 1952)

RETURNED

✓ INSPECTOR'S MANUAL # 6
(Issued May 21, 1945)

CHECK ONE: Destroyed in Field Office
Returned to Bureau

FILE

WRG

PER

READ

ALPHABETICAL

NOT REC:

151
The Government property which you hereby acknowledge
is charged to you and you are responsible for taking
care of it and returning it when its use has been
completed. DO NOT MARK OR WRITE ON IT OR MUTILATE
IT IN ANY WAY.

Very truly yours,

Stanley J. Tracy
Stanley J. Tracy

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

FROM : H. L. Edwards

SUBJECT: STANLEY J. TRACY
Assistant Director
Identification Division
PHYSICAL CONDITION

DATE: December 8, 1952

Tolson ☒

Ladd ☐

Nichols ☐

Belmont ☐

Clegg ☐

Glavin ☐

Harbo ☐

Rosen ☐

Tracy ☐

Mohr ☐

Tele. Rm. ☐

Nease ☐

Gandy ☐

Mr. Tracy's report of physical examination dated April 3, 1952, reflected that he had a hearing defect in the left ear and that a submucous resection would be performed at the United States Naval Hospital, Bethesda, Maryland, if he so desired.

Mr. Tracy advised September 9, 1952, that he preferred to wait until cooler weather to have this done, and again advised December 1, 1952, that because of the present volume of work he preferred to wait until some time in January, 1953. This matter will be followed by January 15, 1953, and if he desires to have this done at that time, arrangements will be made for his hospitalization at the United States Naval Hospital, Bethesda.

The above physical condition is such that it does not affect the work of Mr. Tracy and is of such a nature that the operation can be performed at any time desired by Mr. Tracy without impairing his health. The nature of the ailment is not serious.

cc - Miss Cleavenger (Sent Direct)

WBH: jmb:jde

noted
12-10-52
W.B.H.
42
85 DEC 11 1952

67-31222-318

Searched _____

Numbered 120

REC'D 12 DEC 10 1952

FEDERAL BUREAU OF INVESTIGATION

W.B.H.

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

2-19-53

I certify that I have received the following Government property for official use:

~~returned~~

Manual of Rules and Regulations # 8
(dated October 24, 1952)

RETURNED

Manual of Rules and Regulations # 10
(dated June 10, 1946)

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

69 FEB 20 1953

FILE

FWB

Very truly yours,

S. J. Tracy
S. J. Tracy

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: January 21, 1952

FROM : H. L. Edwards

SUBJECT: STANLEY J. TRACY
Assistant Director
Identification Division
Physical Condition

Tolson	✓
Ladd	✓
Nichols	✓
Belmont	✓
Clegg	✓
Glavin	✓
Harbo	✓
Rosen	✓
Tracy	✓
Mohr	✓
Tele. Rm.	✓
Nease	✓
Gandy	✓

Mr. Tracy's Report of Medical Examination dated April 3, 1952, reflected that he had a hearing defect in the left ear and that a submucous resection would be performed at the U. S. Naval Hospital, Bethesda, Maryland, if he so desired.

Mr. Tracy advised September 9, 1952, that he preferred to wait until cooler weather to have this done. On December 1, 1952, he advised that due to the present volume of work he preferred to wait until some time in January, 1953.

On January 16, 1953, Mr. Tracy stated that the work load in his Division was very heavy and will be for the next thirty or sixty days and he deferred this matter until March 1, 1953. This matter will be followed on March 1, 1953, and if at that time he desires the above operation, arrangements will be made for his hospitalization at the U. S. Naval Hospital, Bethesda, Maryland.

The above physical condition is such that it does not affect the work of Mr. Tracy and is of such a nature that the operation can be performed at any time desired by Mr. Tracy without impairing his health. The nature of the ailment is not serious.

RECORDED-86

31522-319
77

CC: Miss Cleavenger (Sent direct) - Follow on 3-1-53.

WBH:jmf

I think Tracy should not delay too long if it (operation) would help him.

20 FEB 2 1953

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

December 18, 1952

I certify that I have received the following Government property for official use:
~~returned~~

*Handbook for Personnel Assistants and
Counselors #1*

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking
care of it and returning it when its use has been
completed. DO NOT MARK OR WRITE ON IT OR MULTILATE
IT IN ANY WAY. 1253 120

[Signature]

[Signature]
Very truly yours,

Stanley J. Tracy, SA

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: December 2, 1952

FROM : Mr. H. H. Clegg

SUBJECT: SECURITY CHECK IN THE IDENTIFICATION
DIVISION OF MAIN ENTRANCE DOORS AND
RECORDS SECTION SPACETolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Nease
Gandy

On November 25, 1952, in response to a suggestion by Clerk [redacted] (which suggestion was acknowledged 11/25) Agent C. A. Donelan, assisted by Clerk [redacted] conducted a security check in the Identification Division Building.

It was not possible to gain authorized entrance to the Identification Division at the 2nd Street door guarded by Clerk [redacted] and [redacted] of the Identification Division. It was not possible to gain entry through the garage in the basement guarded by a Public Buildings Service employee. Agent Donelan was permitted to enter the 3rd Street door to the Identification Division which was guarded by Clerk [redacted]. In each instance Donelan exhibited a hand-drawn and typewritten blue replica of an Identification Division Building pass. The replica is attached. *Lead type*

Please note that the seal in the corner is hand-drawn, the date is 1972, FBI does not appear anywhere on the pass and the typing on the front and back is obviously fictitious and was designed to attract immediate attention to anyone reading it.

DEC 3 3 50 PM '52
RECEIVED
FBI
WASHINGTON

67-443-7590

Searched

Using the same fraudulent blue pass, Donelan was permitted by [redacted] a Records Section employee guarding the entrance to Records Section space in the Identification Division, to enter this space. Donelan took two Internal Security files off the top of a cabinet and walked out.

FEDERAL BUREAU OF INVESTIGATION

Using an official Identification Building Pass issued to a female Clerk and bearing her name and photograph, was properly challenged, denied entrance and detained by [redacted] until he identified himself with valid credentials.

EDM:IST

2-M

85 DEC 17 1952

19

L. S. G. F. J. L.



NO. 1234

4-15-72

Building Pass of

M



b6

b7C

XXXX XXXXX XXXX XXXXXX

XXXXXXXX

WASHINGTON, D.C.

EMPLOYEE'S SIGNATURE

XXXX UUUU PPPP SSSS TTT TTT HH SSS
III SSS GGG TTT NNNE DOOOTH AAABF
ASSTSTANT FORREIGNN SPIIES YES
DDI SEOTBBD OYTTT WWWW ,.

Mr. Donelan proceeded to the Second Floor of the Identification Building, took a fingerprint jacket and walked out. No guards are stationed in this area and this matter is considered separately in a security survey now in progress.

Mr. Donelan went to the Third Floor of the Identification Building where he was accosted and detained by Clerk [redacted] until Donelan properly identified himself as an Agent.



Separate memoranda have been submitted concerning these employees and their explanations and have been acted upon by the Director.

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Explanation of Identification Division Officials

Special Agent Gus Hottel is in charge of security during daylight hours. He believes all guards to be carefully trained, provided with written instructions, test-checked, and believes there is no excuse for [redacted] accepting a fraudulent credential. Mr. Tracy likewise believes guards are trained and properly instructed and all employees are under instructions to challenge any strangers in the area, as indicated by the action of Medd. Mr. Tracy believes there is no fault in the system, supervision, or training but the failing was an individual one attributable only to [redacted].

Comments of Records Section Personnel

Special Agent O. George Madler, in charge of security for the entire Records Section, points out that test-checks are run against guard data, guards are trained thoroughly to recognize proper credentials, and all guards had been alerted (including [redacted] on the morning of the test-check. He sees no fault in the system of training and supervising guards and attributes [redacted] weakness to a lapse on the part of one employee. Mr. Trotter agreed. Mr. Nichols pointed out that guards were cautioned the day of the check and that considerable emphasis had been placed on guard functioning in recent weeks.

Use of the Blue Building Pass

The Cartographic Section of the Administrative Division commenced issuing the plastic permanent building passes in January 1952 after receipt of the necessary equipment. The preparation of these passes is quite complex and the program was completed in August 1952 except for "stragglers", those persons who were unavailable, on sick leave, etc. As of December 1, according to the Administrative Division, permanent building passes of the plastic type have been issued to all employees except 48 who have not been furnished with such passes due to poor photographs, necessitating rephotographing. These are being rephotographed and passes will be issued this week. In the interim, temporary plastic passes not bearing the photograph of employees have been available in the Identification Division. Further, due to broken

thruout the
rest of [redacted]

badges, lost badges, marriage of female employees necessitating name changes on the permanent passes, continuous replacements must be made and there are only 48 of these now necessary.

RECOMMENDATIONS:

1. The Administrative Division follow through on its plans to issue the 48 new plastic permanent passes this week. A deadline of 12/8 should be put on this project. All blue identification passes issued by the Identification Building should be immediately recalled.

2. The Training & Inspection Division and the Administrative Division believe that SA's Guy Hottel and O. George Hedler, who serve as security officers for the Identification Division of Records & Communications Division, should be censured for the weaknesses found in security, despite the fact that neither Messrs. Tracy or Trotter believe any administrative action to be advisable.

3. The Training & Inspection Division and the Administrative Division believe that Supervisor in Charge C. L. Trotter of the Records Section should be censured for the failure of Guard [redacted] to properly perform her duties and for poor choice of personnel in her instance to serve on a guard desk.

4. It is recommended, and the Administrative Division concurs, that Messrs. S. J. Tracy and L. B. Nichols be censured for the failure of a Guard in each of their divisions to properly perform duties assigned.

5. It is recommended that Fingerprint Examiner [redacted] of the Identification Division be commended for his alertness in challenging Agent Donelan and demanding identification when he found him on the 3rd floor of the Identification Building. It is noted that [redacted] detained Agent Donelan until he properly identified himself with valid credentials.

6. It is recommended that Security Guard [redacted] who covered the entrance to the Identification Building on the 2nd Street entrance be

commended for refusing to authorize entrance to the building when Mr. Donelan showed faulty credentials and detaining him until Mr. Donelan proved his identity with valid credentials.

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7. It is recommended that a letter of commendation also be given to Security Guard [redacted] of the Identification Division who was working with [redacted] at the 2nd Street door on the same occasion and who also noticed that the pass was false and who detained Agent Donelan until proper credentials were shown.

8. No action is necessary relative to Public Buildings Administration Guard; however, it is noted that he also detained Agent Donelan until he identified himself with proper, valid credentials after first exhibiting phony credentials.

9. Separate memoranda have already been submitted on Clerks [redacted] and [redacted] and these matters have been fully noted upon by the Director.

PERMANENT BRIEFS OF SPECIAL AGENTS HOTTEL, TROTTER AND MEDLER'S FILES ARE ATTACHED HERETO.

I concur in all.
L. J. King
12-4-52
12-18-52
12-18-52

March 9, 1953

~~PERSONAL AND CONFIDENTIAL~~

Mr. S. J. Tracy
Federal Bureau of Investigation
Washington 25, D. C.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-08-2012

Dear Mr. Tracy:

The Bureau has carefully reviewed all of the circumstances surrounding the delay in furnishing the Birmingham Office with a report as to the results of a latent fingerprint examination in the case of "Unknown Subjects (4), First National Bank of Birmingham, West End Branch, January 28, 1953, Bank Robbery." You will recall that although the examination of the evidence was completed in your Division by the afternoon of February 4, 1953, a reply did not go out to the Birmingham Office until February 9.

The investigations of Bank Robbery Cases are of prime importance and this matter should have been handled more promptly in the Identification Division. In cases of this nature, therefore, you should review the practice of holding up a reply merely because it is desirable to obtain a file and serial number on the evidence cover letter for identification purposes. Since other exceptions to this practice are being made, obviously a case of such importance as a Bank Robbery matter should also be considered in this category, regardless of whether the transmittal letter calls for expedite handling. Necessary adjustments should be made by you in the work procedures of the Single Fingerprint Section to insure against a repetition of a delay caused by placing mail on record before furnishing the results of the evidence examinations.

It is observed that although the incoming letter was placed on record and returned to your office by 8:20 a.m. on February 6, the final reply did not go forward to the Birmingham Office until February 9. The fact that the reply was actually prepared on February 6, rewritten and redated to February 9, is definitely not considered a mitigating circumstance. The fact remains that the reply was needlessly delayed.

cc: Mr. Glavin (Attention) - Mr. Cavanaugh

CLT:ATP

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

In the future it is expected that more promptness in handling examinations of this nature will be manifested by employees of the Single Fingerprint Section. It is your responsibility to see that this is done.

Very truly yours,

J. Edgar Hoover

*John Edgar Hoover
Director*

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Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Candy _____

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME TRACY, Stanley James			2. GRADE AND COMPONENT OR POSITION		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State)			5. PURPOSE OF EXAMINATION Annual		6. DATE OF EXAMINATION 3/13/53	
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT	
12. DATE OF BIRTH 9/11/1900		13. PLACE OF BIRTH Utah		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN		
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS NNMC			16. OTHER INFORMATION			

17. RATING OR SPECIALTY		TIME IN THIS CAPACITY: TOTAL		LAST SIX MONTHS	
CLINICAL EVALUATION (Check each item in appropriate column; enter "N.R." if not evaluated)		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)			
NORMAL	ABNOR- MAL				
X		18. HEAD, FACE, NECK, AND SCALP			
	X	19. NOSE			
X		20. SINUSES			
X		21. MOUTH AND THROAT			
X		22. EARS—GENERAL (Int. & ext. exams) (Auditory acuity under items 70 and 71)			
X		23. DRUMS (Perforation)			
X		24. EYES—GENERAL (Visual acuity and refraction under items 25, 26, and 27)			
X		25. OPHTHALMOSCOPIC			
X		26. PUPILS (Equality and reaction)			
X		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)			
X		28. LUNGS AND CHEST (Include breasts)			
X		29. HEART (Thrust, size, rhythm, sounds)			
X		30. VASCULAR SYSTEM (Varicosities, etc.)			
X		31. ABDOMEN AND VISCERA (Include hernia)			
X		32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate if indicated)			
X		33. ENDOCRINE SYSTEM			
X		34. G-U SYSTEM			
X		35. UPPER EXTREMITIES (Strength, range of motion)			
X		36. FEET			
X		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)			
X		38. SPINE, OTHER MUSCULOSKELETAL			
N.R.		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS			
	X	40. SKIN, LYMPHATICS			
X		41. NEUROLOGIC (Equilibrium tests under item 70)			
N.R.		42. PSYCHIATRIC (Specify any personality deviation)			
Females only		(Check how done)			
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL			

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES					
O.—Restorable teeth /—Nonrestorable teeth																		X—Missing teeth XXX.—Replaced by dentures		(6 X 6).—Fixed bridge, brackets to include abutments			
RIGHT	X		X	X	X		X	X					X	X									
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17						
	X		X	X	X								X	X									
LEFT																							
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16						
			X	X	X								X	X									

LABORATORY FINDINGS			
45. URINALYSIS: SP. GR. 1.018		46. CHEST X-RAY (Place, date, film number, result) Neg.	
ALBUMIN N	SUGAR N	MICROSCOPIC N	47. SEROLOGY (Specify test used and result) Neg.
48. EKG 33 Normal		49. BLOOD TYPE AND RH FACTOR 5	
50. OTHER TESTS			

MEASUREMENTS AND OTHER FINDINGS																																
51. HEIGHT 5-7½		52. WEIGHT 159		53. COLOR HAIR Gray		54. COLOR EYES Blue		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP. N																						
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)																										
SITTING SYS. 124 DIAS. 62		RECUM- BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 72		AFTER EXERCISE 88		2 MIN. AFTER RECUMBENT AFTER STANDING 3 MIN.																						
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION																								
RIGHT 20/ 20 CORR. TO 20/				BY S. CX				CORR. TO BY																								
LEFT 20/ 20 CORR. TO 20/				BY S. CX				CORR. TO BY																								
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD																																
63. ACCOMMODATION RIGHT N LEFT N				64. COLOR VISION (Test used and result) AOC 1940 Normal				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED																								
66. FIELD OF VISION N				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION																						
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																								
RIGHT WV 15 /15 SV /15		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>250 860</td> <td>500 610</td> <td>1000 1024</td> <td>2000 2048</td> <td>3000 3096</td> <td>4000 4096</td> <td>8000 8192</td> </tr> <tr> <td>RIGHT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						250 860	500 610	1000 1024	2000 2048	3000 3096	4000 4096	8000 8192	RIGHT							LEFT										
250 860	500 610	1000 1024	2000 2048	3000 3096	4000 4096	8000 8192																										
RIGHT																																
LEFT																																

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

Tonsillectomy - 1952 as aid to hearing left ear.
 No prior or childhood diseases.
 Glasses for reading only.
 Defective hearing left ear. Otologists believe no ear pathology.
 T & A in 1952 for condition, with apparent benefit. Sub-mucous
 resection planned this month.
 Review of systems negative except for above.

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)					
19. Septum, nasal, deviation of, NCD.					
40. Nevus, pedunculated, rt. flank and over pubis NCD					
70. Defective hearing, left ear, NCD.					
75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)					
Submucous resection as advised by rhinologist.					
76. PHYSICAL PROFILE					
P	U	L	H	E	S
77. EXAMINEE (Check)					
<input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT QUALIFIED FOR Strenuous exertion and use of firearms.					
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER					
79. TYPED OR PRINTED NAME OF PHYSICIAN					
SIGNATURE s/R. T. Miller					
80. TYPED OR PRINTED NAME OF PHYSICIAN					
SIGNATURE					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)					
SIGNATURE s/A. T. Smith					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY					
SIGNATURE					
NUMBER OF AT- TACHED SHEETS					

TRACY, Stanley J.

FBI

Staff Clinic

EENT

3/24/53

Reevaluation for SMR.

Pt. seen with Dr. Fields and history and chart reviewed. This man has a left septal deviation but on examination there was 2x better exchange thru the left side than the right. There is a generalized irritative reaction thruout the upper respiratory tract. No specific cause found except the patient's smoking.

He is advised to do no smoking for 1 mo. and check back. No surgery advised at this time.

s/R. L. King, Jr.

9-10-53

April 17, 1953

Mr. Stanley J. Tracy
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Tracy:

It has been called to my attention that the supervisors and assistant coordinators of the Technical Section of the Identification Division have demonstrated a splendid attitude toward their work in classifying over 13,000 military fingerprint cards on their own time.

I am writing to tell you of my pleasure at the unselfish and cooperative spirit demonstrated by these employees and to ask that you convey to each of them my personal appreciation and commendation for this noteworthy service to the Bureau.

Sincerely yours,

J. Edgar Hoover

APR 17 6

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EJI:mao





APR 20 9 36 AM '53
U.S. DEPT. OF JUSTICE
DIRECTOR

[Handwritten signature]

[Handwritten initials]

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
 Sizoo _____
Miss Gandy _____

APR 17 1953

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation					2. Pay p		3. Block No.		4. Slip No. 1855	
5. Employee's name (and social security account number when appropriate) MR. STANLEY J. TRACY					6. Grade and Salary Ident. GS 17 \$13,000					
PAY ROLL CHANGE DATA										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
9. New normal										
9. Pay this period										
10. Remarks:					11. Appropriation(s) 				12. Prepared by	
									13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase										
14. Effective date 4-26-53	15. Date last equivalent increase 10-22-51	16. Old salary rate \$13,000	17. New salary rate \$13,200	18. Performance rating is satisfactory or better. <div style="text-align: right;">(Signature or other authentication) </div>						
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s): 				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.						
<input checked="" type="checkbox"/> No excess LWOP.				<div style="text-align: right;">  Initials of Clerk </div>						

STANDARD FORM NO. 412—Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

March 30, 1953

~~CONFIDENTIAL~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-08-2012

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tracy:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on March 13, 1953.

This report reflects that you have a hearing defect in the left ear; however, Otologists believe that no ear pathology exists. It is noted that the examiner recommended a submucous resection at the time of your physical examination; however, on an Eye, Ear, Nose, and Throat consultation afforded you on March 24, 1953, it is noted that no surgery is advised at this time and the examiner recommended that you do no smoking for one month and return for a re-examination at the Naval Hospital at the end of that time.

For your information, the electrocardiogram afforded you was found to be normal.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

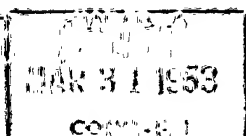
Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

Tolson _____
Ladd _____
Nichols _____
Belmont _____
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Glavin _____
Harbo _____
Rosen _____
Tracy _____
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Tele. Rm. _____
Holloman _____
Gandy _____

WBH:mf



April 15, 1953

~~PERSONAL AND CONFIDENTIAL~~

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-08-2012

Dear Mr. Tracy:

I have read your memorandum of April 9, 1953, in which you endeavored to explain the reason for preparing a 47-page summary of the minutes of a conference between the Department of Justice and the International Association of Chiefs of Police which was held in September of 1923. The explanation which you furnished is entirely unsatisfactory and it is observed that the work done on this summary was a complete waste of time. Obviously, if you felt that the minutes in question had any useful purpose in the Bureau's file at this late date, it would only have been necessary for you to route them to the Records Section with instructions that they be filed.

I am particularly concerned about this flagrant waste of an employee's time in view of the tremendous delinquency existing in the Identification Division. Obviously, if an employee assigned to your office has sufficient time to devote to such a useless project, it would appear that the employee is not necessary in your office. If the employee had any time to spare and was in need of typing experience, you most certainly should have arranged for the employee in question to receive such experience in the handling of productive work presently delinquent in the Typing Section of the Identification Division.

I want you to definitely understand I will not tolerate a repetition of such poor judgment as you exhibited in permitting this wasteful project to be embarked upon by an employee in your office. It is your responsibility to utilize each and every employee in your division who has any spare time in the reduction of the tremendous delinquency existing in the Identification Division. Should there be any further instances of such wasting of employee time, you may be sure that very severe administrative action will be taken in your case.

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JPM:DM

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Very truly yours,

John Edgar Hoover

John Edgar Hoover
Director

APR 16 1953

May 4, 1953

~~PERSONAL AND CONFIDENTIAL~~

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-08-2012

Dear Mr. Tracy:

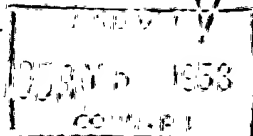
I have reviewed the explanation which you submitted concerning the delay on the part of the Single Fingerprint Section of the Identification Division in handling a letter received from Mr. G. J. Dingley of the Boy Scouts of America. It is noted that this letter was received in the Identification Division on March 24, 1953 but it was not acknowledged until April 29, 1953. As a matter of fact, the correspondent on the latter date sent a follow-up communication to the Bureau making inquiry with respect to his earlier letter.

Obviously such dilatory handling of correspondence in your division is embarrassing to the Bureau and I must insist that you take adequate steps to prevent a recurrence of such slipshod handling of mail in your division. I note from the explanation submitted that Mr. Deiss, the Supervisor in charge of the Single Fingerprint Section, failed to include this item on the list of delinquent correspondence in your division and as a result there was no follow-up provided for you or Mr. Quinn Tamm, who has the responsibility of supervising the Single Fingerprint Section. I also note that Mr. Quinn Tamm has now instituted the procedure of making a weekly check of the work boxes in the Single Fingerprint Section to prevent a recurrence of such an error. Such a check most certainly should have been instituted long ago.

As I have already indicated, I am thoroughly dissatisfied with the manner in which this matter was handled in the Identification Division and I will not tolerate a recurrence. If there is any recurrence, you may be assured that the employees responsible will be subjected to very severe administrative action.

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Belmont _____
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Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Winterrowd _____
Tele. Rm. _____
Holloman _____
Gandy _____

JPM:DW



Very truly yours,

John Edgar Hoover

John Edgar Hoover
Director

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: April 9, 1953

FROM : Mr. S. J. Tracy

SUBJECT: SUMMARY OF THE MINUTES OF A CONFERENCE
BETWEEN THE DEPARTMENT OF JUSTICE AND THE
INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE
held in September, 1923

When [redacted] a new employee in my office, reported to my office she asked if there was anything extra she could do that would build up her typing ability quickly since she had formerly worked as a clerk and had very little occasion to type. Shortly after this the minutes of the above-referred to conference were routed to the Identification Division by the Records Section. It is my understanding the minutes were left by Mr. Egan at the time of his retirement from the Bureau.

[redacted] a very hard working employee, never leaves the office at 4:30 pm. She goes to school two nights a week and on school nights works later than usual and frequently finishes all her current work prior to leaving for school which starts at 7:30 pm.

I gave her the minutes to prepare a summary for record purposes whenever time permitted in the evening. She completed it a few days ago and prepared a cover memorandum transmitting the material to be filed in Bufile 62-41. The original was placed by her in the file in the Identification Division entitled, "History and Services, FBI and Identification Division". This file contains the digested history of the FBI and other historical data concerning the Identification Division and fingerprinting.

SJT: [redacted]

This project was a
complete waste of time
since the material presented
to [redacted] was
in 1923.

4/11

I recommend a strong letter of
censure to Tracy. This was a waste
of time and typists are badly needed in Ident.

Tolson
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Nichols
Belmont
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Tracy
Laughlin
Tele. Rm.
Holloman
Gandy

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Class. I think inspection
showed check to see whether
this employee is needed in Tracy's office.

APR 10 1953

Mr. Tolson

4/16/53

H. H. Clegg

UNNECESSARY WORK BEING PERFORMED BY
STENOGRAPHIC EMPLOYEE [REDACTED]
ASSISTANT DIRECTOR S. J. TRACY'S FRONT OFFICE
IDENTIFICATION DIVISION

b6
b7c

SYNOPSIS

67-387523-64

In order to improve production, the captioned employee in December 1952 requested Assistant Director Tracy to furnish material for practice purposes which would serve to speed up her production ability. [REDACTED] was furnished a summary of the minutes of a conference between the Department of Justice and International Association of Chiefs of Police held in September 1923. Said minutes were routed to the Identification Division by the Records and Communications Division. Mr. Tracy advises the minutes were left by Inspector Egan at the time of his retirement from the Bureau. At the completion of this project, i.e., 11 to 12 hours typing, [REDACTED] prepared a cover memorandum transmitting the material to be filed in Bureau file 62-41. The original of this memorandum was placed in the Identification Division file entitled "History and Services, FBI and Identification Division."

The Director noted with respect to the above: I think Inspection Division should check to see whether this employee is needed in Tracy's office. You noted: "I recommend a strong letter of censure to Tracy. This was a waste of time and typists are badly needed at Ident."

[REDACTED] has been assigned to Mr. Tracy's Front Office since December 1952, when she passed the 100-word test to become a stenographer. At the present time she takes 40% of Mr. Tracy's dictation and averages 1½ days' work left over on her books at the end of the working day. Her current stenographic book was examined and it was ascertained that she has approximately 2 days' work on hand as of today's date. [REDACTED] prepares a weekly report on the number of employees, which includes resignations, transfers, requests for additional personnel, etc. She sorts incoming mail and initials some of this mail for Mr. Tracy. She processes "Special" Civil Service Commission requests, which requires some typing. She additionally

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Rosen _____
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Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
 Sizoo _____
Miss Gandy _____

CDE:EHF

119
17 APR 28 1953

does general secretarial work such as answering telephones, handling routine calls for Mr. Tracy and other matters of a secretarial nature.

[redacted] overtime for the months of January, February, and March averages 1 hour 6 minutes per day. She worked 20, 19 and 21 hours respectively during those dates. When Mr. Tracy's regularly assigned secretary, [redacted] is out of the office, [redacted] assumes secretarial duties for [redacted]

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[redacted] assignments were examined in order to determine if one stenographer could adequately serve in Mr. Tracy's Front Office. She takes 60% of Mr. Tracy's dictation, has approximately 1 day's work on her books as of today's date and her overtime for the past 3 months has averaged slightly over 1 hour per day. Both [redacted] and [redacted] average over 3 pages per hour in typing production.

RECOMMENDATIONS:

- (1) That [redacted] be allowed to remain as a stenographer in Assistant Director Tracy's Front Office. From the above facts, she is definitely needed at this time. [redacted] attitude is believed good and she appears to be an ambitious employee who is attempting to build up her speed in typing production.
- (2) Mr. Tracy has been advised that future practice regarding attempts to build up speed on [redacted] part should involve work of a substantive and current nature. He concurs.

DO-6

OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

May 8, 1953

C. J. TRACY

From George Washington University.
It will be noted that Assistant
Director Tracy is a candidate for
the presidency of the General
Alumni Association in the attached
1953 Ballot.

Attachments
arm

Mr. Tolson ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Belmont ✓
Mr. Clegg ✓
Mr. Glavin ✓
Mr. Harbo ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Gearty ✓
Mr. Jones ✓
Mr. Mohr ✓
Mr. Winterrowd ✓
Tele. Room ✓
Mr. Holloman ✓
Mr. Sizoo ✓
Miss Holmes ✓
Miss Gandy ✓

7/10/53
7/27
W. J. (741)
B

ENCL

ENCL

3/222-326

21

12 MAY 10 1953

FEDERAL BUREAU OF INVESTIGATION

82 MAY 27 1953

CRIME RECORDS

From _____

THE GEORGE WASHINGTON UNIVERSITY

OFFICE OF ALUMNI RELATIONS

WASHINGTON 6, D. C.

ATTENTION: EXECUTIVE SECRETARY

The George Washington Law Association
The George Washington University

Your Dues Bill . . .

- ☐ Annual Dues \$ 1.00
- ☐ Combined Law Review Subscription and Annual Dues \$ 6.00
- ☐ Life Membership Dues \$10.00

*Enclosed please find check or cash in the amount
of \$_____ for dues as marked above.*

Please Print:

Name_____

Address_____

If the above is a change of address, check here ☐

Make checks payable to: *George Washington Law Association*

General Alumni Association
The George Washington University

Your 1953 Ballot . . .

ALUMNI TRUSTEES

(Vote for two)

☐ Robert E. Freer

☐ Helen Newman

☐ Orville E. May

☐ Thomas Dale Stewart

OFFICERS OF THE GENERAL ALUMNI ASSOCIATION

(Vote for one from each College or School)

Substitutions may be made by writing in the desired name.

President

☐ Stanley J. Tracy

☐ _____

Vice Presidents

1. *Columbian College
and Junior College*

☐ James R. Kirkland

☐ _____

2. *School of Medicine*

☐ John Hugh Lyons

☐ _____

3. *Law School*

☐ Horace L. Lohnes

☐ _____

4. *School of Engineering*

☐ Merwyn N. McKnight

☐ _____

5. *School of Pharmacy*

☐ David Lander Maxwell

☐ _____

6. *Graduate Council*

☐ Orville E. May

☐ _____

7. *School of Education*

☐ Elsie Green

☐ _____

8. *School of Government*

☐ Otto W. Schoenfelder

☐ _____

Treasurer

☐ Anna M. Bischoff

☐ _____

Executive Secretary

☐ Mary Dow

☐ _____

ORVILLE E. MAY, AB 24, MS 26, PhD 29, Vice President of the Coca-Cola Company in Atlanta, Georgia, is in charge of the Quality Control Division. Before joining the staff of the Coca-Cola Company in 1946, he was Chief of the United States Bureau of Agricultural and Industrial Chemistry. In 1936 Dr. May was appointed the first Director of the United States Regional Soybean Laboratory at the University of Illinois. He is the author of numerous articles for scientific and technical journals.

HELEN NEWMAN, LLB 25, LLM 27, Librarian of the Supreme Court of the United States, was Secretary of the University Law School from 1925 to 1932 and Law Librarian from 1927 to 1942. Miss Newman is a member of the Bar of the Supreme Court of the United States, the American Bar Association, the American Association of Law Libraries, and the Order of the Coif. She is the author of various articles in legal journals. Nominated by the alumni to serve on the University Board of Trustees for the term 1950-53, Miss Newman is presented to the Alumni for re-nomination this year.

THOMAS DALE STEWART, AB 27, curator of the Smithsonian Institution's Division of Physical Anthropology, was editor of the American Journal of Anthropology and served as a visiting professor at Washington University in St. Louis. A native of Pennsylvania, Dr. Stewart was a member of Smithsonian field trips to Alaska in 1927, Mexico in 1939 and Peru in 1941. He received an MD degree from Johns Hopkins University in 1931, and is a past President of the Anthropology Society of Washington.

NOMINEES FOR ASSOCIATION OFFICERS

TERM: 1953-1954

President

STANLEY J. TRACY, LLB 25, Assistant Director of the Federal Bureau of Investigation, is in charge of the Division of Identification and Technical Work. From 1920 to 1926 he served with the Department of Labor as a special agent, statistician and assistant economist in charge of industrial and economic law. A native of Utah, Mr. Tracy was with the Veterans Administration in Salt Lake City prior to joining the F. B. I. in 1933. He is a member of the District of Columbia Bar and the Utah Bar.

Vice Presidents

JAMES R. KIRKLAND, AB 27, LLB 28, LLM 29, Judge of the District Court of the United States for the District of Columbia, was a member of the firm of Cromelin, Townsend and Kirkland at the time of his appointment by President Truman in 1949. Adjunct Professor of Law in the University Law School, Judge Kirkland is a member of Omicron Delta Kappa, national honorary fraternity emphasizing leadership in extracurricular activities, Acacia and Phi Delta Phi Law Fraternity.

JOHN HUGH LYONS, MD 18, BS in Med 19, Clinical Professor of Surgery at the University School of Medicine, was cited for twenty-five years of service at the Annual Alumni Luncheon in October, 1949. President of the University Medical Society for 1951-52, Dr. Lyons is a member of the American Medical Association, the Medical Society of the District of Columbia, the Eastern Surgical Society and the Southern Surgical Association. Dr. Lyons, who is engaged in the practice of general surgery in Washington, D. C., is Chief of Surgery at Emergency Hospital.

HORACE L. LOHNES, LLB 24, LLM 25, is a partner in the firm of Dow, Lohnes and Albertson, in Washington, D. C. A native of Donnelville, Ohio, Mr. Lohnes is a member of the Ohio Bar, the District of Columbia Bar and the American Bar Association. He is past President of Delta Theta Phi legal fraternity and also past President of the Federal Communications Bar Association. Mr. Lohnes presently serves as Director of the Munsey Trust Company.

MERWYN N. McKNIGHT, BS in ME 38, BEE 41, former principal Marine Engineer in the Bureau of Ships, Department of the Navy, was retired July 1, 1949 after 31 years of service. During World War II he was in the Design Section as head of the mechanical and electrical specifications for conversion of merchant vessels to naval auxiliaries. Mr. McKnight served as President of the Engineer Alumni Association for two years.

DAVID LANDER MAXWELL, PhD 13, a member of the firm of Maxwell and Tennyson, has been in the retail drug business in Washington, D. C. since 1926. Elected a Director of the Lincoln National Bank in 1940, Dr. Maxwell has served on the Board of Directors of the Washington Wholesale Drug Exchange, the American Pharmaceutical Association and the District of Columbia Pharmaceutical Association. He is an associate member of the District of Columbia Medical Society and holds membership in the Washington Board of Trade and the Kiwanis Club.

ORVILLE E. MAY (See biographical information under Nominees for Alumni Trustees.)

ELSIE GREEN, AB 14, AM 28, Principal of the Whittier School in Washington, D. C., is a teacher in the elementary field. She is a member of Pi Lambda Theta, Phi Delta Gamma, Columbian Women, the National Education Association, the University Women's Club and the American Association of University Women. Miss Green has written extensively for the N.E.A. Journal and other educational magazines.

OTTO W. SCHOENFELDER, AB in Govt 33, LLB 42, Administrative Officer of the Tax Court of the United States, is the founder of the Mutual Employment Service in Washington, D. C. A native of South Dakota, Mr. Schoenfelder has served in the Federal Government as a Division Director and Staff Personnel Officer for the Federal Works Agency and as Executive Assistant to the Assistant Secretary of State for Economic Affairs.

Treasurer

ANNA M. BISCHOFF, AB 28, Recording Secretary in the University Law School since 1914, has served as Treasurer of the General Alumni Association for the past eight years. She is the Assistant Secretary-Treasurer of The George Washington University chapter of the Order of the Coif and Assistant Treasurer of Columbian Women. Miss Bischoff is a member of the University Women's Club.

Executive Secretary

MARY DOW, AA 50, Assistant Director of Alumni Relations since June 1952, has served as Executive Secretary *pro tempore* for the past several months. Miss Dow is the Editor of the Law Alumni Directory and has been with the Office of Alumni Relations since 1950, formerly serving as Records Clerk.

General Alumni Association The George Washington University

Your 1953 Ballot Information . . .

The Committee on Nominations* of the General Alumni Association presents to you the 1953 nominees for Alumni Trustees and Officers of the General Alumni Association.

Life members and annual members of the Association and its affiliated organizations are entitled to vote. The affiliated groups are: The George Washington University Medical Society, the George Washington Law Association, the Engineer Alumni Association, the Library Science Alumni Association and the George Washington University Nurses Association.

When you have checked over the following biographical sketches, please complete your ballot and return to the Office of Alumni Relations in the enclosed return envelope. Your ballot must be postmarked not later than MAY 11, 1953.

NOMINEES FOR ALUMNI TRUSTEES

TERM: 1953-1956

ROBERT E. FREER, AB 31, lawyer engaged in private practice, has taught law and economics at American University and in the Washington College of Law. Mr. Freer was formerly with the Federal Trade Commission. He is a member of the American Bar Association, Federal Bar Association, Order of the Coif, Omicron Delta Kappa and Phi Alpha Delta. The former chairman of the George Washington Victory Council, Mr. Freer has served as a trustee since 1941 and is presented to the alumni for re-nomination this year.

* The Committee on Nominations, under the chairmanship of Dr. Alexander Wetmore, MS 16, PhD 20, ScD 32, included Mrs. Joshua Evans, Jr., AB and TD 13, EdD 32, Dr. John Hugh Lyons, MD 18, BS in Med 19, Mr. Otto Schoenfelder, AB in Govt 33, LLB 42.

OFFICE MEMORANDUM . UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: May 1, 1953

FROM : Mr. S. J. Tracy

SUBJECT: DELINQUENT LETTER FROM
[REDACTED] BOY SCOUTS OF AMERICA

b6
b7c

With reference to the above letter received in the Identification Division on March 24, 1953, and not acknowledged until April 29, 1953, this letter did not appear on either the weekly or the monthly delinquency report coming into my office.

Mr. Quinn Tamm, who supervises the Single Fingerprint Section, has advised in the attached memorandum that this letter did not appear on the daily delinquency report reviewed by him as to the status of the work in the Single Fingerprint Section that Mr. Deiss, the supervisor responsible for the handling of this correspondence advised he thought he had acknowledged the receipt of the communication. Consequently, it was not listed as being delinquent in any of the delinquency reports submitted.

Mr. Tamm has instituted the procedure of making a weekly "work box" check of all pending work in the Single Fingerprint Section to insure that an error of this type cannot occur.

We regret that this error occurred and will make every effort to be certain that a similar error does not happen again.

DIRECTORS NOTATION: "I AGREE. WHAT IS BEING DONE ABOUT DEISS." H.

Attachment

SJT:edm

23
82 MAY 20 1953

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

Name of Employee: STANLEY J. TRACY

Where Assigned: IDENTIFICATION DIVISION
(Division) (Section, Unit)

Payroll Title: ASSISTANT DIRECTOR

Rating Period: from 4/1/52 to 3/31/53

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

Rated by: *Glyde A. Tolson* ASSOCIATE 3/31/53
GLYDE A. TOLSON DIRECTOR Date
Signature Title

Reviewed by: _____
Signature Title Date

Rating approved by: *[Signature]* ASSISTANT DIRECTOR MAY 5 1953
Signature Title Date

TYPE OF REPORT

(☒) Official
(☒) Annual

() Administrative
() 60-day
() Transfer
() Separation from service
() Special

31228-320
64

112
[Redacted]
3

381

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: June 25, 1953

FROM : S. J. Tracy

Tolson _____
 Ladd _____
 Nichols _____
 Belmont _____
 Clegg _____
 Glavin _____
 Harbo _____
 Rosen _____
 Tracy _____
 Gearty _____
 Mohr _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Sizoo _____
 Miss Gandy _____

SUBJECT: INCOME TAX DEDUCTIONS

It is requested that my income tax deductions from salary be increased to an additional \$5 per payday for the balance of the calendar year, 1953.

SJT:pjs

67-31221-327	
Searched	_____
Numbered	131
12 JUL 8 1953	
FEDERAL BUREAU OF INVESTIGATION	

*Will be deducted from check
 dated 7-17-53
 if*

*Noted in payroll
 6-29-53 167*
 17 JUL 9 1953

20 JUL 2 1953
[Signature]
3
[Signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *V/m*

DATE: 8/19/53

FROM : Mr. S. J. Tracy *0*

SUBJECT:

Tolson _____
 Ladd _____
 Nichols *✓* _____
 Belmont _____
 Clegg _____
 Glavin _____
 Harbo _____
 Rosen _____
 Tracy _____
 Gearty _____
 Mohr _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Sizoo _____
 Miss Gandy _____

me 8/26/53

The attached article appeared in the Diario Las Americas, a bilingual (Spanish-American) newspaper published in Miami, Florida. Dr. Francisco Aguirre is Vice President and Editor of this newspaper and on observing the publicity in the local Washington newspapers and recalling that George Washington University had honored Luis Padilla Nervo, Mexican Delegate to the United Nations, with an Alumni Achievement Award last year, stated he would like to run an article concerning my election as President of the General Alumni Association.

There is also attached a translation of the article.

Attachments

SJT:edm *edm**2* *100**2*

RECORDED *100*
 INDEXED - 59

67-31-328
Searched _____
Numbered _____
12 AUG 24 1953
FEDERAL BUREAU OF INVESTIGATION

149
 89 AUG 31 1953

3
 PERG. FILE



Editado por THE AMERICAS PUBLISHING COMPANY, en los talleres del Florida Sun Publishing Co.

Presidente
G. A. SAN ROMAN

Vice Presidente
S. SMITH

Vice Presidente y Editor
FRANCISCO AGUIRRE

Director
HORACIO AGUIRRE

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SUSCRIPCIONES, por correo ordinario, Anual \$17.50 Semestral, \$9.00, Trimestral \$4.50, Mensual \$1.50. Por Correo aereo para los Estados Unidos, Mexico y Canada, \$3.60 adicionales por mes. Ejemplar suelto 5 cts. Ejemplar dominical 10 cts.

1855 Bay Road

Miami Beach, Fla.

Telf 5-2181

Miami, Fla.—Jueves 6 de Agosto de 1953

Como una noticia sobresaliente de la vida cultural de Washington, honramos nuestras columnas con la fotografía del señor Stanley J. Tracy, quien acaba de ser electo Presidente de la Organización de Ex Alumnos de la prestigiosa Universidad de George Washington. El señor Tracy sucede en tan alto cargo al Decano Elmer Louis Kayser.

La Organización de Ex Alumnos de George Washington University cuenta con distinguidos valores de la América Latina que durante varias décadas han pasado por las aulas de la Universidad de George Washington y que al regresar a sus respectivas patrias han triunfado en distintos campos de la actividad humana, haciendo honor al Alma Mater.

La elección del señor Stanley J. Tracy, quien ejerce las funciones permanentes de Asistente Director del Federal Bureau of Investigation (F.B.I.), es una promesa para los Ex Alumnos de habla hispana de la Universidad de George Washington. Su larga y meritoria carrera en la más efectiva de las organizaciones de investigación del mundo, le ha llevado a un continuo contacto con la América Latina, especialmente durante la Segunda Guerra Mundial, con ocasión de haber sido encargada la famosa organización que dirige el incansable John Edgar Hoover de cooperar con la América Latina en el control de actividades subversivas de carácter internacional.

Mr. Tracy cultiva con esmero el ejercicio del español, lo mismo que su apreciable familia.

"DIARIO LAS AMERICAS", al consignar con singular agrado la noticia de la elección de Mr. Tracy, pone a su disposición sus páginas para la publicidad de su programa como Presidente de la Organización de Ex Alumnos de la Universidad de George Washington y excita a los miembros de ella de la América Latina para que aprovechen esta oportunidad que se les presenta, al tener a un entusiasta amigo de Latinoamérica como Presidente, para robustecer los lazos existentes con la Universidad de George Washington.

ENCLOSURE

328

TRANSLATION FROM SPANISH

As an outstanding news item from the cultural life of Washington, we are honored to present the photograph of Mr. STANLEY J. TRACY, who has just been elected President of the Alumni Association (Organization of Ex-Alumni) of the famous George Washington University. Mr. TRACY succeeds Dean CLAR LOUIS KAISER in this high position.

The Alumni Association (Organization of Ex-Alumni) of George Washington University has among its members distinguished Latin American personages who for several decades have attended classes at the George Washington University and returned to their respective countries to triumph in various fields of human activity, thus honoring their Alma Mater.

The election of Mr. STANLEY J. TRACY who is Assistant Director of the Federal Bureau of Investigation (F.B.I.) is an assurance for the Spanish speaking alumni of the George Washington University. His long and meritorious career in the most effective investigation organization of the world has brought him in continuous contact with Latin America, particularly during the Second World War when the famous organization, which the tireless JOHN EDGAR HOOVER directs, cooperated with Latin America in the control of international subversive activities.

Mr. TRACY devotes careful attention to the use of Spanish as does his fine family.

"Diario de las Americas" receives with great pleasure the news of Mr. TRACY's election and places its pages at his disposal for publicity of his program as President of the Alumni Association of George Washington University; it urges its Latin American members to take advantage of this opportunity presented to them, in having an enthusiastic friend of Latin America as President, in order to strengthen the existing ties with George Washington University.

July 13, 1953

H. R. [Signature]

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Stanley:

I certainly was happy to learn of your election as President of the General Alumni Association of George Washington University, and I did want to send you this note to extend my heartiest congratulations.

I know this must give you a feeling of deep personal pride, and rightfully so, and I do hope your tenure of office will be most pleasant. Please let me know if I can be of any help to you.

Sincerely,

J. Edgar Hoover

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
 Sizoo _____
Miss Gandy _____

RHD:pa
U.S. DEPT. OF JUSTICE
FBI
RECEIVED

COMM - FBI
JUL 13 1953
MAILED 25

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JUL 12 15 48 PM '53

RECEIVED
FBI
JUL 13 5 15 PM '53

U.S. DEPT. OF JUSTICE
DIRECTOR
JUL 13 5 48 PM '53

JUL 14 1953

ALUMNI ELECT HIGH FBI AID

G.W. Association Votes Tracy President

Stanley J. Tracy, assistant director of the FBI, has been elected president of the General Alumni Association of the George Washington University. It was announced Sunday by university officials.



Stanley Tracy

Stated to take office September 1 for a one-year term, Tracy succeeds the dean of university students, Elmer Louis Kayser, who has served as president for three years. A graduate of the university's law school in 1925, the new president was on the staff of the veterans administration in Salt Lake City before joining the FBI in 1933. From 1920 to 1926 he served as a special agent with the Labor department and was in charge of industrial and economic law. A member of the D.C. Bar and the Utah Bar, he lives at 4800 College Ave., College Park.

Also elected were eight vice presidents. They are: James R. Kirkland, judge of the District court and a member of the staff of the university's law school; Dr. John H. Lyons, of Emergency hospital and for 29 years a staff member of the school of medicine at George Washington; Horace L. Lohnes, Washington attorney and a director of the Munsey Trust company; Merwyn N. McKnight, former president of the university's Engineer Alumni association; David L. Maxwell, a member of the drug firm of Maxwell and Tennyson; Orville E. May, vice president of the Coca-Cola company, Atlanta, Ga.; Elsie Green, principal of Whittier school; and Otto W. Schoenfelder, founder of the Mutual Employment service here.

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Sizoo _____
Miss Gandy _____

Times-Herald _____
Wash. Post _____
Wash. News _____
Wash. Star _____
N.Y. Herald Tribune _____
N.Y. Mirror _____

Date: JUN 12 1953

at to Tracy - hand
ask 7/13-53
RND

MSD(4)

FEDERAL BUREAU OF INVESTIGATION

1-121

Date 5/29/53, 1953

BUREAU	IDENTIFICATION DIVISION
✓ Director, 5633	Mr. Tolson
✓ Mr. Tolson, 5744	Mr. Ladd
Mr. Ladd, 5736	Mr. Nichols
Mr. Nichols, 5640	Mr. Belmont
Mr. Clegg, 5256	Mr. Clegg
Mr. Glavin, 5517	Mr. Glavin
Mr. Belmont, 1742	Mr. Harbo
Mr. Harbo, 7625	Mr. Rosen
Mr. Rosen, 5706	Mr. Tracy
Miss Gandy, 5633	Mr. Gentry
Mr. Holloman, 5633	Mr. Mohr
Mr. Mohr, 5744	Mr. Winterrowd
Mr. Callahan, 5517	Tele. Room
Mr. H. L. Edwards, 5519	Mr. Holloman
Mr. McGuire, 5640	Mr. Sizoo
Chief Clerk, 5517	Miss Gandy
Records Section 6524	Mr. Tracy, 4130
Personnel Records, 6631	Mr. Tamm, 4131
Reading Room 5531	Mr. Anderson, 6207A
	Mr. Engert, 4207
	Mr. Harris, 4128
	Mr. Hottel, 6301
	Mr. Creighton, 4133
	Mr. Blase, 2208
	Mrs. Colliflower, 5206
	Miss Dawson, 1310
	Mr. Deiss, 6306
	Miss LoMedico, 4126
	Mrs. McNeely, 6207
	Mr. Page, 6302
	Mr. Row, 6219
	Mrs. Sisson, 1137A
	Correspondence, 4134
	Mail Room 1301A
	Messengers, 4101
	Tech., 3139
Room	Room
Please File Special	Mrs. Metcalf
Please Handle	Miss Egelston
Please Note and Return	
Per Call	See Me, Please
Please Initial	Please Call Me

Dean Elmer Keyser of George Washington University is coming to my office this afternoon at four o'clock for the purpose of taking a photograph of the two of us for the George Washington Alumni publication, according to a telephone

(over)

S. J. Tracy, Ident Div., Bldg., Ext. 2233

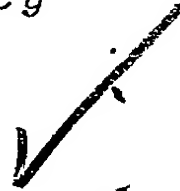
call I received late yesterday afternoon from
[redacted] Secretary of the Alumni Association.

I presume this means the votes have been counted
and I am being designated President of the
Alumni Association for the coming year.

b6
b7C

S. J. Tracy

RECEIVED - NICHOLS
F. B. I.
U. S. DEPT. OF JUSTICE
MAY 29 4 00 PM '53



RECEIVED
F. B. I.
U. S. DEPT. OF JUSTICE
MAY 29 1 00 PM '53

May 29 10 44 AM '53
RECEIVED
F. B. I.
U. S. DEPT. OF JUSTICE

May 29 12 05 PM '53
S. DEPT. OF JUSTICE
DIRECTOR

FBI's Tracy Elected by GW Alumni

Stanley J. Tracy, assistant director of the Federal Bureau of investigation, has been elected president of the General Alumni Association of George Washington University, it was announced yesterday.



Tracy

Tracy, who takes office for one year beginning September 1, succeeds Elmer Louis Kayser, Dean of Students at the university. The university's 25,000 alumni sent in their ballots by mail.

Tracy graduated from the university's law school in 1925. He is in charge of the FBI's Division of Identification and Technical work. He lives at 4800 College ave., College Park, Md.

Eight vice presidents were elected. They are:

Judge James R. Kirkland, of the District Court here and adjunct professor of law in the University Law School; Dr. John H. Lyons, clinical professor of surgery at the University School of Medicine and chief of surgery at Emergency Hospital; Horace L. Lohnes, Vienna, Va., partner in the law firm of Dow, Lohnes and Albertson; Merwyn N. McKnight, 1704 N. Calvert st., Arlington, Va., retired principal Marine Engineer in the Navy's Bureau of Ships.

Also, David L. Maxwell, 8804 Ridge rd., Bethesda, Md., a partner in the Maxwell and Tennyson pharmacies; Miss Elsie Green, 3151 Tennyson st. nw., principal of Whittier School; Otto W. Schoenfelder, 6437 Dahlonga rd., administrative officer of the Tax Court of the United States, and Orville E. May, Atlanta, Ga., vice president of the Coca Cola Co.

The association also re-elected as treasurer Miss Anna M. Bischoff, 2025 I st. nw., who has served in the post eight years.

Miss Mary Dow, 4734 N. 20th st., Arlington, Va., was named

secretary of the association.

Tolson ☒
Ladd ☒
Nichols ☒
Belmont ☒
Clegg ☒
Glavin ☒
Harbo ☒
Rosen ☒
Tracy ☒
Gearty ☒
Mohr ☒
Winterrowd ☒
Tele. Room ☒
Holloman ☒
Sizoo ☒
Miss Gandy ☒

Times-Herald _____
Wash. Post _____
Wash. News _____
Wash. Star _____
N.Y. Herald Tribune _____
N.Y. Mirror _____

Date: JUL 13 1953

169
JUL 22 1953

V. Quinn Burrows
Mr. [unclear]

0-19

Tolson _____
 Ladd _____
 Nichols *[initials]*
 Belmont _____
 Clegg _____
 Glavin _____
 Harbo _____
 Rosen *[initials]*
 Tracy *[initials]*
 Gearty *[initials]*
 Mohr *[initials]*
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Sizoo _____
 Miss Gandy _____

President



Stanley J. Tracy, assistant director of the Federal Bureau of Investigation, is the new president of the alumni association of George Washington University. He succeeds G.W. Dean Elmer Louis Kayser who had been president for the past three years.

3rd [unclear]
[unclear]

Times-Herald _____
 Wash. Post _____
 Wash. News 4
 Wash. Star _____
 N.Y. Herald Tribune _____
 N.Y. Mirror _____

158
 JUL 22 1953

TRANSMIT RECORDED-12

Date: JUL 13 1953

G.W. Alumni Elect Tracy As President

Stanley J. Tracy, assistant director of the Federal Bureau of Investigation, has been elected president of the George Washington Alumni Association. It was announced today.

Mr. Tracy succeeds Dean Louis Kayser in the alumni post.

The president-elect, who

takes office

September 1,

lives at 4800

College ave-

nue, College

Park, Md. He

was graduated

from the uni-

versity's law

school in 1925.

Eight vice-

presidents

were also

named in the

mail balloting.

Mr. Tracy.

They are: Judge James R. Kirk-

land of the United States Dis-

trict Court for the District of

Columbia; Dr. John Hugh Lyons,

2700 Thirty-sixth street N.W.,

attorney Horace L. Lohnes, of

Vienna, Va.; Merwin N. Mc-

Knight, an engineer, of 1704

North Calvert street, Arlington,

Pa.; David Lander Maxwell,

member of the pharmaceutical

firm, 8804 Ridge rd., Bethesda;

Orville E. May, vice-president of

the Coca-Cola Co., in Atlanta,

Ga.; Miss Elsie Green, of 3151

Tennyson street N.W., principal

of Whittier School; and Otto W.

Schoenfelder, 6437 Dahlonge

rd., administrative officer of the

United States Tax Court.



Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Sizoo _____
Miss Gandy _____

Times-Herald _____
Wash. Post _____
Wash. News _____
Wash. Star A-14
N.Y. Herald Tribune _____
N.Y. Mirror _____

JUL 22 1953

Date: JUL 13 1953

RECORDED

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: June 26, 1953

FROM : S. J. Tracy

SUBJECT: ANNUAL LEAVE

Tolson	✓
Ladd	✓
Nichols	✓
Belmont	✓
Clegg	✓
Glavin	✓
Harbo	✓
Rosen	✓
Tracy	✓
Gearty	✓
Mohr	✓
Winterrowd	✓
Tele. Room	✓
Holloman	✓
Sizoo	✓
Miss Gandy	✓

In accordance with your approval, I am departing on two weeks annual leave beginning Monday, June 29, and ending Friday, July 10, 1953.

My address will be 4800 College Avenue, College Park, Maryland, telephone WA 7-8188. When I leave the city I will advise the Bureau as to my location.

SJT:pjs

cc-Movement Section

NOT RECORDED

1355
JUL 2 1953

[Handwritten signature]

August 18, 1953

0
Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

X Identification Div

Dear Mr. Tracy:

The Bureau has carefully considered the circumstances surrounding the handling of a group of outgoing wires prepared by the day shift of the Identification Division and dated August 7, 1953, but which were not received in Mr. Tolson's office until the morning of August 10, 1953. As you are aware, this resulted in the delayed dispatch of these communications from August 7 to August 10, 1953.

Existing instructions call for the dispatch of outgoing correspondence for approval in such a fashion that it will not be handled in groups but will allow for the processing of each individual piece as received. In this particular instance these instructions were violated in that the group of wires was allowed to collect somewhere along the channel of routing within the Identification Division. Although these wires were placed in an envelope and checked for routing to Mr. Tolson's office and the Reading Room, there was a failure on the part of employees of the Identification Division to appropriately mark the outside of the envelope to indicate that it contained material of an urgent nature which required immediate handling.

67-51202-329
Your attention is further called to the fact that these wires were prepared by the day force of the Identification Division which means that they were ready for approval prior to 4:30 P.M. when the day shift ceased operations. From the subsequent inquiry conducted, the Bureau can only conclude that these wires did not leave the custody of the Identification Division until sometime subsequent to 6:40 P.M. on August 7, 1953. Further, since the envelope containing the wires was not

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

cc - Ident Personnel File
cc - Mr. Glavin

DATE 8-20-53
BY

RECEIVED - DIRECTOR

FBI

Aug 18 5 38 PM '53
RECEIVED READING ROOM

appropriately flagged as carrying material of an urgent nature, it appears that it became mingled with more routine matters and was held over the weekend and not delivered to Mr. Tolson's office until Monday morning, August 10, 1953. Your attention has previously been called to discrepancies set forth in your memorandum of August 10, 1953, when you first submitted an explanation concerning this matter.

As Assistant Director of the Identification Division you are aware of the fact that it is your responsibility to see that existing instructions are complied with and that necessary procedures are invoked to insure against delays of this nature. You are instructed to inform the several employees of the Identification Division who contributed to the delinquencies cited herein of the Bureau's displeasure at the manner in which they performed in this instance. It is expected that in the future you will take necessary precautionary measures to insure against a recurrence of a situation of this nature.

Very truly yours,

John Edgar Hoover
Director

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: August 25, 1953

FROM : M. A. Jones

SUBJECT: 20TH ANNIVERSARY OF
ASSISTANT DIRECTOR TRACY

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Alden _____
 Belmont _____
 Laughlin _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Attached for your approval is a brief biographical sketch of Assistant Director Stanley J. Tracy who will observe his 20th anniversary in the FBI on September 11. This article will appear in the October issue of The Investigator.

After reviewing this material would you please return it to Crime Records for further processing.

JS:jmr

RECORDED - 67-331

11 SEP 10 1953

FEDERAL BUREAU OF INVESTIGATION

FOR APPROVAL

attached and
prepared for
printing
JS

13 SEP 10 1953

File

89 SEP 14 1953

OFFICE MEMORANDUM-----UNITED STATES GOVERNMENT

TO : MR. TOLSON
FROM : C. L. TROTTER
SUBJECT: HANDLING OF TELETYPES
PREPARED BY
IDENTIFICATION DIVISION

DATE: August 18, 1953

SYNOPSIS

On Monday 8-10-53 shortly after 10 A.M., envelope containing 13 wires received in your office from Ident Division, wires being dated 8-7-53. Inquiry established that wires prepared on Day Force, Ident Division, which ceased duty at 4:30 P.M. Friday 8-7-53; were transmitted in bulk lot contra to existing instructions calling for dispatch of mail and wires individually as completed. Envelope transmitting wires failed to carry special tag or notation indicating urgent nature of its contents. Mr. Tracy first indicated wires delivered by Ident Night Force employees to Records Section's basement delivery point in Ident Building at approximately 5:30 P.M., 8-7-53. When subsequent inquiry established that regular deliveries were made at 5:20 P.M. and the next subsequent to 6:40 p.m., Mr. Tracy in another memorandum had wires clearing his office at least by 5:20 P.M. although the possibility of their delivery being delayed until 6:40 P.M. acknowledged by Mr. Tracy since employee making delivery did not recall specifically envelope in question. Employees in both Ident Division and Records Section handling envelope subsequent to 5:30 P.M. unable to specifically recall envelope in question due to absence of special markings. From inquiry it appears wires delayed in Ident Division from prior to 4:30 P.M. until after 6:40 P.M., and thereafter envelope containing them became mingled with routine matters in either Ident Division or Records Section's delivery system due to absence of special markings or special handling.

Procedures revised in both Ident and Records delivery system calling for hand to hand handling and logging of wires in future to avoid further delays.

RECOMMENDATION

It is recommended that a letter of censure be directed to Mr. Tracy as Assistant Director in charge of the Identification Division for:

- (1) Sending the wires through in a group;
- (2) Failure to properly mark the envelope as containing urgent matter; and

Attachment
CLT:akc

- (3) Delaying the delivery of the wires to the Records Section's delivery system from prior to 4:30 P.M. when the wires were typed by the Day Force to subsequent to 6:40 or 6:45 P.M. when they may have been delivered to the Records Section's delivery system in the basement of the Ident Building.

Should you agree the necessary letter is attached.

"O.K." H.

DETAILS

On Monday, 8-10-53, at approximately 10:10 A.M., an envelope was received in your office from the Identification Division containing among other things 13 outgoing wires and airtels, all of which were dated Friday, 8-7-53.

EXPLANATION OF THE IDENTIFICATION DIVISION

Mr. Tracy by memorandum dated 8-10-53 advised that he initialed these wires and airtels some time prior to 5:30 P.M. on 8-7-53. He said that also prior to 5:30 P.M. they were placed in an envelope carrying a routing slip marked (1) Mr. Tolson and (2) Reading Room, and that this envelope was delivered by the Ident Division to the Records Section's delivery service in the basement of the Ident Building for transmittal to the Bureau.

Mr. Tracy stated that [] of his office specifically recalls giving the envelope prior to 5:30 P.M. to [] of the Ident Division's Night Force to be sent to the Bureau. Further, in his memorandum of 8-10-53, Mr. Tracy stated that the Night Force of the Ident Division delivered the envelope to the Records Section at approximately 5:30 P.M.

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b7C

EXPLANATION OF THE RECORDS SECTION

Special Agent Supervisor L. M. Linton of the Records Section conducted an inquiry in an effort to establish where the envelope containing the wires had been delayed over the weekend. In a memorandum dated 8-12-53 the Records Section advised that extensive interviews of the messengers and check of the special messengers' logs showed that these wires were not handled by special messengers but rather were treated as regular mail since there was no indication on the envelope or routing slip to indicate that it was a special. Likewise there was no "signature mail" stamp on the routing slip which would have put the delivery system on notice that the envelope was, in fact, a "special."

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Mr. Linton interviewed [] who said that she gave two envelopes to one of the boys assigned to the Identification Division Night Force wire room and that this occurred shortly before 5:45 P.M. when she went to lunch. Mr. Linton also interviewed all of the three boys assigned to the wire room on 8-7-53 but none could recall receiving the specific envelopes delivered by []. Only one of these boys remembers making deliveries to the Records Section's delivery point in the basement and this employee, [] states that he made a delivery at 5:20 P.M. and did not make another one until after he came back from his lunch hour which was at approximately 6:40 or 6:45 P.M. It thus appears that according to [] story the wires did not reach the Night Force wire room until just before 5:45 P.M. (after the 5:20 P.M. delivery). It further appears that the wires were not delivered to the Records Section's delivery point at "approximately 5:30 P.M." as originally stated by Mr. Tracy in his memorandum of 8-10-53. Further, since the envelope was not flagged as containing urgent material for approval and dispatch, it appears that it became mingled with routine matters in either the Identification Division's mail or the mail in the Record Section's delivery service and was held up over the weekend and not delivered to your office on either Friday night, 8-7-53, or Saturday, 8-8-53.

FURTHER EXPLANATION OF THE IDENTIFICATION DIVISION

I talked with Mr. Tracy on the morning of 8-14-53 and pointed out the foregoing discrepancies. Mr. Tracy conducted further inquiry in the Identification Division and by memorandum dated 8-14-53 said that [] of his office recalled giving the two envelopes to [] at least by 5:20 P.M. on 8-7-53. [] according to Mr. Tracy, is not sure of the exact time she got the envelopes. She told Mr. Tracy that she immediately took them to the Correspondence Unit and gave them to one of the three employees assigned there some

time prior to the time she left for dinner, which was at 5:45 P.M. Mr. Tracy states that [] told him that he made two trips to the Records Section's delivery point in the basement, the first being at approximately 5:20 P.M. and the second at approximately 6:45 P.M. [] is not certain as to which trip he took the two envelopes in question. Mr. Tracy concludes in his memorandum of 8-14-53 that it is obvious that the envelope containing the wires was delivered to the Records Section at either approximately 5:20 P.M. or at approximately 6:45 P.M. on 8-7-53 and that it should have been delivered to Mr. Tolson's office on the evening of 8-7-53 or no later than the morning of 8-8-53.

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PROCEDURES FOR HANDLING OF MAIL

As you are aware, the delivery service between the Identification Building and the Justice Building is operated by the Records Section. It is the responsibility of the Identification Division to deliver material for transmittal to the Justice Building to the Records Section's delivery point in Room G-101 of the Ident Building. There the material is picked up by the station wagon driver, brought to the Justice Building, and disseminated by the Records Section messengers assigned to the Justice Building. Some time ago difficulty was experienced in the delinquent receipt of signature mail from the Identification Division and procedures were set up to insure more prompt handling. These changes called for "hand to hand delivery" of all signature mail from the employees of the Identification Division to the employees of the Records Section's delivery point in the Ident Building. All signature mail was first placed in an envelope by Identification Division employees and stamped "signature Mail" on the outside prior to this "hand to hand" delivery. Thereafter, the envelope was logged at the Records Section's delivery point in the Ident Building, a call was made to the delivery point in the Justice Building to be on the alert for the envelope, and upon receipt at the Justice Building it is again logged in and delivered by special messenger to your office. This has worked very satisfactorily and has insured speedy delivery of signature mail. Wires, teletypes and airtels, however, were not included in this procedure. As a result of instant incident, wires, teletypes and airtels are now also handled the same as the procedure set up for signature mail.

OBSERVATIONS

(1) The wires in question, according to Mr. Tracy, were prepared by the Day Force of the Ident Division. The Day Force ceases duty at 4:30 P.M. The wires are prepared by the Correspondence Unit of the Ident Division and approved by Special Agent Supervisor Carl

HARRIS. Thereafter, they are transmitted to Mr. Tracy's office where he personally approves them and they are then forwarded to the Justice Building and to your office for final approval before being dispatched. In this instance [] stated that there were 13 wires in the envelope when she received it on Monday morning, 8-10-53. (Mr. Tracy, at the time I talked with him, thought there were about 6 wires in the envelope.) I pointed out to Mr. Tracy that existing instructions called for wires and letters to be forwarded through as soon as they were complete, and they were not to be held in groups for approval and transmittal. I pointed out to him that it seemed to be rather peculiar that 6 or 13 wires could all be typed and approved by Mr. Harris and Mr. Tracy at precisely the same instant, thus causing them all to be placed in one envelope for delivery to your office.

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(2) At the time I talked to Mr. Tracy on 8-14-53, I pointed out the discrepancies in his memorandum of 8-10-53 wherein he had said that the wires were delivered by the Ident Division's Night Force to the Records Section's delivery point in the basement of the Ident Building at approximately 5:30 P.M. I called his attention to the fact that this would conclusively establish that the wires had remained in the Ident Division until employee [] came back from lunch at 6:40 or 6:45 P.M. and thereafter made a delivery to the basement. I also called his attention to the fact that Miss Shea had said she gave the wires to the boys in the wire room for delivery just prior to 5:45 P.M. when she went to lunch. I also called his attention to the discrepancy regarding his statement that each evening the Night Force of the Ident Division takes all of the material to the Records Section's delivery point in the basement at approximately 6 P.M., just prior to the dinner hour in the cafeteria. I advised Mr. Tracy that these three points were definitely at variance with the actual facts as developed by interview with the employees in question by Special Agent Linton of the Records Section.

(3) In Mr. Tracy's memorandum of 8-14-53, which is in further explanation, he changes the time of "prior to 5:30 P.M." to "at least by 5:20 P.M." as being the time the envelopes left his office, thus allowing them to possibly make the 5:20 P.M. delivery that [] made to the Records Section. He further points out that [] is not certain as to which trip he took the two envelopes in question to the delivery point in the basement. (Actually [] and the other employees who might possibly be involved in this delay do not recall at all receiving or handling the envelope containing the wires.)

(4) I pointed out to Mr. Tracy that we had the envelope and the routing slip in which the wires were forwarded and that they

definitely did not contain any special tag, notation or other marking indicating that there were wires in the envelope which should be dispatched through immediately for approval and transmittal. I advised him that this was the dereliction which had set in motion the subsequent chain of events and allowed the envelopes to be treated as routine material and delayed either by the Ident Division's Night Force or by the Records Section's delivery service over the weekend of 8-7-53. Had the envelope been properly flagged in the first instance it is highly probable that the subsequent delays, which it is impossible to pin down at this time, would not have occurred.

CONCLUSIONS

The following errors are attributable to the Identification Division:

- (1) The Identification Division erred by not sending the wires through one by one as completed but waiting until they had accumulated a group of from 6 to 13. (Mr. Tracy personally approved these wires en masse.)
- (2) The envelope containing the wires was not flagged as a special or as containing wires for immediate approval and dispatch.
- (3) From the inquiry conducted it appears that actually the wires did not leave the Identification Division, if at all on 8-7-53, until subsequent to 6:40 or 6:45 P.M. when employee [] came back from lunch. (Neither [] or the other boys assigned to the Night Force wire room recalls specifically delivering the envelope in question to the Records Section's delivery point in the basement.) The employees of the Records Section's delivery system do not recall receiving or handling the envelope in question. The fact that it arrived in your office after 10 A.M. on 8-10-53 gives rise to a strong presumption that it did not reach the Justice Building until the morning of 8-10-53. The weekend delay is, therefore, chargeable to either the Night Force employees of the Ident Division or to the employees of the Records Section's delivery service. Had the envelope originally been flagged as containing urgent material, neither would have treated it as routine material for dispatch but in all probability it would have been handled as a special.

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Arrangements have been now made for "hand to hand handling" of wires, coupled with a logging operation in order to avoid future delays of this kind.

September 11, 1953

Mr. Stanley J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Stanley:

BEST COPY AVAILABLE

Today marks your completion of twenty years of loyal and devoted service in this Bureau and I wish to extend to you the heartiest congratulations of myself and your host of friends and associates on this special occasion. In commemoration of this event, I am enclosing your Twenty-Year Service Award Key which you should wear with a feeling of justifiable pride in the knowledge that you have indeed contributed immeasurably to the Bureau's accomplishments during these many years of service.

Throughout your second decade of service you have most capably discharged your duties as head of the Identification Division. In this position you have been faced at times with tasks which appeared overwhelming but you successfully surmounted them. The many outstanding accomplishments of this division during these years of service are, to a very great degree, attributable directly to your guidance, leadership and administration. I want you to know how much I have valued your abilities and the close friendship we have enjoyed these many years.

This Bureau has been fortunate indeed to have had men of your qualifications and abilities on whom it could rely during the years. As I indicated on the occasion of your tenth anniversary, I reiterate the hope that the FBI will have the continued benefit of your talents for many years to come.

With best wishes and kind regards

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Winterrowd _____
Tele. Rm. _____
Holloman _____
Gandy _____

SENT FROM D. O.
TIME 10:15
DATE 9-11-53
BY _____

RECORDED - 89
MOON ON 97 38

36-122-332
Searched _____
Numbered _____
Sincerely, _____
11 SEP 1953
FEDERAL BUREAU OF INVESTIGATION

Enclosure

ESH:njc

17 SEP 17 1953

envelope personally presented to Mr. Tracy

October 8, 1953

0
Mr. S. J. Tracy
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tracy:

Because of a delay in answering a criminal fingerprint card on one George W. McKenney, arrested by the Bismarck, North Dakota, Police Department on September 4, 1953, it was necessary for Senator Milton E. Young to write the Bureau on September 22, 1953, requesting that the reply on this print be expedited.

Inquiry has disclosed that this print was received in the Identification Division September 11, 1953, and was answered September 25, 1953. This is an unreasonably long delay in answering a routine criminal print.

I must insist that you and your staff plan your work more carefully and allocate a sufficient number of your present personnel to each operation to avoid unreasonable delays in any section.

Very truly yours,
J. Edgar Hoover

John Edgar Hoover
Director

cc - Mr. Glavin (Attn. H. L. Edwards)

BCB:cs
es

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gandy _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Sizoo _____
Miss Gandy _____

MAILED 11
OCT 9 1953
17 OCT 29 1953

RECORDED
INDEXED
OCT 12 1953
FBI

31222-335

67-445-445
Searched
Numbered
12 OCT 12 1953
FEDERAL BUREAU OF INVESTIGATION

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: November 5, 1953

FROM : Mr. S. J. Tracy⁰

SUBJECT:

~~Identification~~

Cape

JF

Tolson ✓
 Ladd ✓
 Nichols ✓
 Belmont ✓
 Glavin ✓
 Harbo ✓
 Rosen ✓
 Tracy ✓
 Gearty ✓
 Mohr ✓
 Winterrowd ✓
 Tele. Room ✓
 Holloman ✓
 Sizoo ✓
 Miss Gandy ✓

Memorandum of October 29, 1953, from the Director sets forth that a report and a cover letter were found in the office of Agent R. C. Anderson of the Identification Division and that neither was time stamped on receipt in the Identification Division on Friday, October 23.

The memorandum states that Mr. Tracy "should take steps to see to it that documents are time stamped into his division in order that responsibility may be appropriately fixed. An explanation is requested from Mr. Tracy for not having taken such action in this instance."

This particular mail, as is pointed out in the memorandum, was routed directly from the Investigative Division with a cover routing slip dated Friday, October 23, 1953, and bore the notation, "Per call Friday October 23. Will expect your call Wednesday, October 28." Special Agent Anderson had discussed this matter telephonically with Special Agent J. R. Adams of the Investigative Division and had made arrangements to handle the matter on Anderson's return from Firearms Training in Quantico on Monday, October 26. A check by the writer into the situation indicated the matter was handled promptly with the exception of the failure of the Messenger Unit to time stamp this particular piece of correspondence, and an explanation has been submitted by Agent Supervisor Hottel that the Messenger Unit was being moved to the first floor in connection with the completion of the automatic conveyor system and that evidently in the confusion of moving, they inadvertently failed to stamp this piece of mail.

I have discussed the matter with Agent Hottel and with Mrs. Bonaccorsy, the supervisor of the Messenger Unit, and I do not believe this type of error will occur in the future.

SJT:edm

21

RECEIVED

67-3/222-334	
Searched	12/1
Numbered	
12 NOV 13 1953	
FEDERAL BUREAU OF INVESTIGATION	

WHR

2-M

4 NOV 18 1953